

**SENATE MEETING  
PUBLIC SESSION  
MINUTES**

April 19, 2006  
3:30 – 5:30 PM

Room 7-172 Bentley Centre - Prince George Campus

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**Present:**

K. Beeler, J. Safaei Boroojeny, H. Brunt (Vice-Chair), D. Casperson, S. Cochran, H. Domshy, A. Espíritu, J. Holler, K. Hutchings, J. Hyndman, C. Jago (Chair), E. Jensen, E. Kinghorn, J. Li, M. Mandy, B. McGill, J. Randall, E. Rapaport, M. Reed, A. Smith, M. Stephens, S. Wagner

**Regrets:**

E. Annis, R. Berthiaume, M. Blouw, B. Burkinshaw, R. Ellis, H. Heath, D. Hemingway, C. Hurtubise, H. Li, A. Nussbaumer, D. Nyce, D. O'Bryan, C. Opio, E. Prkachin, L. Sahaydak, S. Scholefield, B. Simard, R. Tait, M. Thomson

**Non-voting members present:**

J. DeGrace (Secretary), D. Macknak, S. McKenzie (Acting Administrative Registrar), P. Michel

**Guests:**

G. Fondahl, P. Madak

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The meeting commenced at 3:35 p.m.

**1.0 S-200604.01**

**Approval of the Agenda**

Mandy / Hutchings

That the Agenda for the April 19, 2006 Public Session of Senate be approved as presented.

CARRIED.

**2.0 Senate Minutes**

**2.1 S-200604.02**

**Approval of the Minutes of the March 28, 2006 Public Session**

Hutchings / Hyndman

That the Minutes of the Public Session of Senate of March 28, 2006 be approved as presented.

CARRIED.

A few minor typographical errors were identified, which the University Secretary indicated would be corrected.

**2.2** **S-200604.03**  
**Approval of the Minutes of the March 8, 2006 Public Session**

Mandy / Hyndman

That the Minutes of the Public Session of Senate of March 8, 2006 be approved as presented.  
CARRIED.

A few minor typographical errors were identified, which the University Secretary indicated would be corrected.

A question was raised regarding the motion S-200603.10 (New Course Approval—HIST 707), and whether it was Business Arising, given the matter had been referred to the History Department. It was agreed that the matter would come back to Senate only if and when there was anything further to report.

**3.0 Business Arising from Previous Meetings of Senate**

**3.1 2006 – 2011 Five Year Capital Plan — Documentation Regarding UNBC Base Schedule and Draft Recommendations for Course Scheduling**

Dr. Brunt provided this document, stating that it was provided in relation to the Question Period from the past meeting, not from the Five Year Capital Plan discussion.

Dr. Brunt indicated that he had attempted to obtain further information, but that the scheduler had been on holidays and then had resigned, and had now left the University. Dr. Casperson asked about an action statement from a previous report similar to this in which it was stated that a draft set of guidelines would be prepared, and asked if that had been completed. Dr. Brunt responded that the “Base Schedule” provided was the result of that action statement. Dr. Wagner requested that the wording in “Recommendation 2” from the report be revised, and Dr. Brunt asked Dr. Wagner to send him the recommended wording.

With regard to “Recommendation 3,” Dr. Mandy asked whether classroom changes would be accommodated with appropriate justification, and Mr. DeGrace replied that the Office of the Registrar had always made every attempt to do so.

Dr. Jago thanked Senators for their comments, but reminded Senators that the document was already in place, and that any recommendations or questions should be forwarded to Dr. Brunt.

**4.0 President’s Report** **Jago**

Dr. Jago did not provide a report.

**5.0 Report of the Vice-President (Academic) and Provost** **Brunt**

**5.1 Enrolment Report and Presentation — Dr. P. Madak, Dean of Enrolment**

Dr. Madak presented an update on the most recent enrolment statistics. Some of the highlights of the report which were discussed included increases in admissions, recruitment activities, and marketing strategies. Dr. Madak added that, although some of the enrolments had decreased since 2005, the numbers had not yet been finalized, and may increase. No questions were posed in relation to the report.

**5.2 Academic Visioning Initiative (Presentation)**

**S-200604.04**

**Approval of “Final Report: Phase 1 of the Academic Visioning Initiative” Document**

Brunt / Blouw

That, on the recommendation of the Senate Committee on Academic Policy and Planning (motion SCAPP200604.21 passed at the meeting of April 5, 2006), the Senate Committee on Research and Graduate Studies (motion SCRG200604.06 passed at the meeting of April 5, 2006), and the Senate Committee on First Nations and Aboriginal Peoples (motion SCFNAP200604.03 passed at the meeting of

April 11, 2006), the document entitled “Final Report: Phase 1 of the Academic Visioning Initiative” be approved as proposed and that it serves as the framework for academic planning for the next five years. Effective date: Immediately upon approval by Senate  
CARRIED.

Dr. Brunt provided background to the motion, indicating that the document had been in development for close to a year, and that extensive consultation had taken place in the course of developing the document. He added that it was important to obtain Senate approval for the document, which had not been obtained for previous plans of this nature, and added that the document had been approved by three Senate committees. Dr. Brunt presented the document, and brought Senators’ attention to areas where minor revisions had been made. Finally, Dr. Brunt indicated that much more work would be required, as the next phase would be the implementation of the plan.

Dr. Jago expressed that this was a very significant piece of work, and that he appreciated the contribution that Dr. Brunt, the committee, and the University community had made to this document. The President passed along his hearty congratulations to all who had participated in this endeavour, and in particular, Dr. Brunt.

## 6.0 Question Period

No questions were posed.

## 7.0 Committee Reports:

### 7.1 Senate Committee on Academic Policy and Planning

Brunt

#### S-200604.05

#### **Change to Academic Regulation 48, “Conditions of Academic Standing”**

Brunt / Casperson

That Academic Regulation 48 — “Conditions of Academic Standing” on page 62 of the 2005-2006 Undergraduate Calendar be amended as follows (changed or added text underlined, deletions ~~struck through~~):

## 48. Conditions of Academic Standing

b) **Requirement to Withdraw**: The following circumstances may result in a requirement to withdraw from UNBC. These are:

- i) Discovery that required documentation for admission was withheld, by the student, from the University;
- ii) Failure to pay for tuition or university services;
- iii) Failure to achieve a Semester GPA (SGPA) of 2.0 or higher after the completion of ~~48~~ **30** credits while on Academic Probation. Normally, in this case, a requirement to withdraw from the University is for three semesters (one full calendar year);
- iv) A decision by the President of the University that the suspension of a student, for reasons of unsatisfactory conduct, unsatisfactory academic performance, or other reasons clearly indicates that withdrawal from UNBC is in the best interest of the University.

In order to apply for re-admission to the University, students must submit an Application for Admission/Re-admission to the Office of the Registrar. Students must provide a letter to the Administrative Registrar, stating their rationale for wishing to return to studies at UNBC and documenting any work completed or experience gained which would better qualify them to complete, successfully, work at UNBC.

Students who are permitted to return to studies at UNBC, return on academic probation, and are subject to the University's policy on academic standing and continuance found in the current calendar.

Effective date: May 2006  
CARRIED.

#### **S-200604.06**

#### **Calendar Description Change — Co-operative Education Program**

Brunt / Casperson

That the changes to the 2006-2007 UNBC Undergraduate Calendar be approved as follows (changed or added text underlined, deletions ~~struck through~~):

#### Co-operative Education Work Term Credit Challenge

UNBC Co-op Education allows students to challenge a Work Term on the basis of prior, relevant and satisfactory work experience. Students should discuss any potential challenge with the appropriate Co-op Co-ordinator for their major. Work Term Challenges are subject to the following:

1. To begin a Work Term Challenge, an Application for Course Challenge form must be initiated with the student's Co-op Co-ordinator by December 1 in the September term that the student applies to the Co-operative Education option of their program.
2. The UNBC Course Challenge fee will be assessed with the initiation of the Work Term Challenge forms. Current course challenge fees are listed in the UNBC calendar.
3. The Co-op Co-ordinator will assess the Work Term Challenge application and provide recommendations to the Director.
4. Applicants will be advised of the decision within two weeks of the submission.
5. Work Term credit by challenge is limited to the first two Work Term courses within the major.
6. Assessment of the Work Term Challenge will be carried out by the Co-op Department based on the following:
  - o An aggregate of 560 hours (minimum) relevant paid work experience not previously counted toward Work Term credit, practicum, internship and similar options.
  - o Verification, required, of employment and evaluation of performance from the employer(s) ~~is required~~.
  - o Job descriptions outlining prior work experience, providing evidence that the student has acquired professional and personal knowledge and skills appropriate to the discipline or interdisciplinary field.
  - o A ~~work report~~ portfolio appropriate to the discipline or interdisciplinary field which meets UNBC Co-op Education Work Term guidelines.
7. Once the challenge is approved, the result will be entered on the student's academic record on a pass or fail basis.

#### Parallel Co-op Work Terms

A parallel work term is a model which allows students to complete a work term by working 15 to 20 hours per week for a period not to exceed eight months. For example, a student can now work half-time for eight months rather than full-time for four months. Students are expected to be enrolled in a minimum of two courses for each semester of a parallel work term.

### Self-Developed Work Terms

The purpose of the new policy on self-developed work terms is to recognize that some students find some work placements as a result of their own contacts and networks. In the event that a co-op coordinator recommends that a particular work term be acknowledged as self-developed, the student will receive a credit of \$75 to be deducted from the work term fees for the fourth work term. Students who wish to discuss whether a particular work term should be declared self-developed should talk to their coordinator before beginning that work term, and consult the co-op student handbook for the criteria used to define a self-developed work term.

### The Co-op Process

Once a student is accepted to the Co-op program, he or she has the opportunity of applying for positions with employers. Students are able to choose appropriate employers from posted job descriptions. The interview system is designed to provide maximum freedom for both employers and students.

Student's résumés and transcripts are sent to employers who choose a number of student applicants to interview. After the interviews are completed, employers prepare a list, in order of preference, of students who are acceptable for the job. Co-op students are expected to be flexible and responsive to appropriate work opportunities throughout BC and elsewhere.

UNBC has incorporated Co-operative Education into the following academic programs:

- Anthropology
- Biochemistry & Molecular Biology
- Biology
- Business Administration
  - Accounting
  - Finance
  - General Business
  - International Business
  - Marketing
- Chemistry
- Computer Science
- Economics
- English

- Environmental Engineering
- Environmental Science
- Environmental Studies
- First Nations Studies
- Geography
- History
- International Studies
- Mathematics
- Natural Resources Management
  - Wildlife and Fisheries
  - Forestry
  - Resource Recreation
- Northern Studies
- Physics
- Planning
- Political Science
- Psychology
- Resource-Based Tourism
- Women's Studies

Course descriptions for the Co-op option can be found in the UNBC course finder under the prefix COOP.

### Canadian Association for Co-operative Education

#### Definition of Co-operative Education

UNBC is a member of the Canadian Association for Co-operative Education (CAFCE). A co-operative education program is a program that formally integrates a student's academic studies with work experience in co-operative employer organizations. The usual plan is for the student to alternate periods of experience in appropriate fields of business, industry, government, social services and the professions according to the following criteria.

- Each work situation is developed and/or approved by the co-operative educational institution as a suitable learning situation.
- The co-operative education student is engaged in productive work rather than merely observing.
- The co-operative education student receives remuneration for the work performed.

- The co-operative education student's progress on the job is monitored by the co-operative education institution.
- The co-operative education student's performance on the job is supervised and evaluated by the student's employer.
- The time spent in periods of work experience must be at least thirty percent of the time spent in academic study.

Effective date: May 2006  
CARRIED.

**7.2 Senate Committee on Research and Graduate Studies McGill for Blouw / Tait**

**To Senate for Information**

**SCRGS200602.25**

**Course Title and Calendar Course Description Change—RRT 610-3**

That the course title be changed from "Research and Analysis in Recreation and Tourism" to "Research Methods and Analysis," and the calendar course description for RRT 610-3 be modified as proposed.  
Effective date: September 2006

**7.3 Senate Committee on Scholarships and Bursaries Randall for McIntyre**

**S-200604.07**

**Approval of New Guaranteed Entrance Award for College Transfer Students**

That the guaranteed entrance award for college transfer students be approved as proposed.  
Effective date: Immediately upon approval by Senate

It was noted that this motion had already been voted upon electronically, as a result of the urgency of the motion. Dr. Jago indicated that, in his recollection, Senate had never participated in a vote electronically, and added that the matter would be referred to the Steering Committee of Senate for the development of a policy in this regard. He added that this procedure should only be used in extraordinary circumstances. Dr. Casperson recommended that the motion be ratified and the results of the e-vote accepted formally, and requested that minutes from the e-vote be provided at the next meeting of Senate.

**S-200604.07A**

Casperson / Mandy

That Senate motion S-200604.07 (Approval of New Guaranteed Entrance Award for College Transfer Students) be ratified and the results of the e-vote in relation to this motion accepted.  
CARRIED.

**7.4 Senate Committee on Nominations Jago**

The Senate Committee on Nominations did not provide a report.

**7.5 Steering Committee of Senate Jago**

**7.5.1 Annual Presentation from Regional Operations / Regional Chairs**

Dr. Jago stated that this matter had been discussed previously, but reminded Senators that the Regional Chairs would be invited to attend the Senate meeting when the Annual Report from the Senate Committee on Regional Policy and Inter-Institutional Relations would be received, to offer a presentation and answer any questions from Senators.

7.5.2 **S-200604.08**  
**Revisions to Senate Handbook**

Hyndman / Mandy

That the revisions to the Senate Handbook be approved as follows (excluding Senate Committees; changed or added text underlined, deletions ~~struck through~~, commentary offered in [courier font within square brackets]).

## SENATE HANDBOOK

### 1 • MEMBERSHIP OF SENATE

In accordance with Part 7, Section 35 of the University Act, the Senate shall be composed of the following members:

- (a) The Chancellor;
- (b) The President, who shall be chair;
- (c) the Vice-President (Academic) and Provost;
- (d) the Vice-President Research;
- ~~(e) the Vice-President, Administration and Finance (and Director of Continuing Education);~~
- (e) the Director of Continuing Education (currently the Vice-President Administration and Finance)
- (f) the Deans of Colleges and the Dean of Graduate Studies;
- (g) the University Librarian;
- (h) 9 students elected by the students to ensure representation from each of the undergraduate and graduate student societies, of whom six shall be undergraduate students and three shall be graduate students, with at least one student from each College. (1 year terms);

[The Act is silent, as is the current Senate Handbook, on the distribution of student representation, although Senate's recent, informal, practice is to have five undergraduate and four graduate students based on the distribution of undergraduate and graduate students offering for positions. A 6:3 ratio more closely approximates the true ratio of undergraduate to graduate students while maintaining a good probability that both student groups will be well-represented at any given Senate meeting. Defining formally the number of students from each group will clarify greatly the election process, since NUGSS and GSS separately elect their representatives (see below).

One-year terms are defined for this group of Senators under S. 36(2), and for consistency with other parts of this section of the Handbook they are restated here.

S35(2)(h) requires that "at least one student from each faculty [be] elected. The requirement is re-stated in a UNBC context, above. Referencing "each College" anticipates the possibility of a formal "College of Graduate Studies." ]

- (i) 4 Regional Representatives, at least one of whom should be considered to be representative of the aboriginal communities (3 year terms);

[This reflects S.35(1) of the Act: "additional members the Senate may determine without altering the ratio set out in paragraphs (g) and (h)." Traditionally they have been from the Community Colleges in the North. "Regional Representative" is not defined in the current Handbook, but it may best be left undefined.]

- (j) 18 faculty members (3 year term),
  - (i) 8 of whom shall be elected by faculty members in the College of Arts, Social and Health Sciences, from their number, and
  - (ii) 8 of whom shall be elected by faculty members in the College of Science and Management, from their number, and
  - (iii) 2 of whom shall be elected at large by all faculty members and librarians;
  - (iii) Faculty members not associated with either College may declare themselves associated with the College of their choice for the purpose of candidacy and voting in elections to Senate.

[S.35(g) of the Act specifies "a number of faculty members equal to twice the number provided in paragraphs (a) to (f) of the Act (i.e. senior administrators), to consist of 2 members of each faculty elected by the members of that faculty, and the remainder elected by all the faculty members in the manner that they, in joint meeting, determine." It is assumed that, at some stage, the determination was made that there should be eight faculty representatives from each of the two colleges; and that numbers beyond eight would be elected "at large" to provide the requisite total of 18.

The existing allocation of faculty members leaves open the way in which UNBC faculty members attached to the Northern Medical Program will be considered. At present the unofficial practice is that NMP faculty may "declare themselves" as either CSAM or CASHS faculty for the purpose of election to Senate. This makes as much sense as anything since, depending upon their area of scholarly activity, they may feel closer to one College or the other. Since Librarians are included in the definition of "faculty," the same opportunity would be extended to them. To make it official, however, the practice should be codified in the Handbook.]

- (k) ~~4 persons who are not faculty members~~ Lay Senators, elected by and from the convocation (3 year terms);

[These are the "Lay Senators" defined in the Senate Handbook (3(e)(viii)), appointed under part S.35(2)(1) of the Act, "additional members the Senate may determine without altering the ratio set out in paragraphs (g) and (h)."]

- (l) 1 member to be elected by the governing body of Wilp Wilxo'oskwahl Nisga'a (WWN) (3 year term).

[This again reflects S.35(2)(1) of the Act.]

**Note:** Notwithstanding the University Act, Senior University Administrators not otherwise elected or appointed to Senate shall be regarded as fully participating non-voting members of Senate.

## 2 • POWERS OF THE SENATE

The powers of the Senate are identified in Part 7, Section 37 of the University Act.

### 3 • RULES OF THE SENATE

#### 3 (a) Preamble

- (i) These rules of Senate have been established in accordance with the University Act and shall prevail.
- (ii) ~~The simplified~~ Robert's Rules of Order shall govern Senate procedures in all cases where they are applicable and in which they are consistent with the rules and procedures contained in this document.

[What may have been meant, here, is "Robert's Rules of Order Simplified and Applied." This volume is not as widely available as Robert's Rules of Order, however, and it is to the latter volume that Senators generally refer at need in any case.]

#### 3 (b) Amendments

- (i) Any proposal to amend or change the Rules of the Senate shall be presented in the form of one of the following:
  - (a) A notice signed by at least one-fourth of the members of the Senate (forwarded to the Steering Committee of Senate) or;
  - (b) A notice from a Senate Committee (forwarded to the Steering Committee of Senate) or;
  - (c) A notice from the Steering Committee of Senate acting on its own initiative or;

[This provision is consistent with the mandate of the SCS as it exists at present.]

- (d) A notice made by a member of the Senate during the course of a Senate meeting and approved by a majority of those present and voting at the meeting.

[While there may well be cases in which "a majority of those present" might be expected to approve a motion, in this case what is being asked-for is simply the right to give notice and have a matter relating to the rules debated at a later time. In that context, not counting abstentions as "no" votes gives the benefit to the possibility of later debate.]

- (ii) Upon presentation of a proposal to amend or change the Rules of Senate, adequate notice shall be given to Senators consistent with 3(t)(ii), and the proposal normally shall be considered at the next regular meeting.

[This subsection simply fills a gap in process as set out in the Handbook. "Normally" covers for the possibility that the Chair of Senate might be absent for the "next regular meeting" and be of the view that the Chair should be present for a debate affecting the Rules.]

- (iii) The amendment or the change shall be considered passed if it is approved by at least two-thirds of the members of the Senate present at the meeting.

#### 3 (c) Officers of the Senate

- (i) The Chair of Senate is empowered and expected to take the actions deemed necessary to ensure the orderly advancement of the legitimate business of the Senate. Senate shall elect a Vice Chair at least annually, who shall chair meetings in the absence of the president; but in no case shall a vice chair serve more than two consecutive terms.

- (ii) The Registrar is the Secretary of Senate. In the absence of the Registrar, the Chair of Senate shall appoint an acting Secretary.
- (iii) In the absence of the Chair and the Vice Chair, the President shall appoint a Senior Academic Administrator and Senator of the University to act as Chair.

### 3 (d) Terms of Office for Elected Members of the Senate

In accordance with Part 7, Section 36 of the University Act, each elected member shall hold office for his/her designated term "and after that until his/her a successor is appointed or elected."

- (i) Senate
  - (a) Persons elected to the Senate by the faculty members shall take office on the 1<sup>st</sup> of February for a three year term ending on the 31<sup>st</sup> of January of the third year or until their successor is appointed;
  - (b) Students elected to Senate by the student societies shall take office on the 1<sup>st</sup> of July and shall continue as Senators for one year, for the duration of their continuous enrolment at the University excepting the May semester, until their graduation from the University, or until they resign, whichever comes first and, if none of these conditions pertains, after that until a successor is elected.

[The added text reflects the provision of S.36(2) of the Act.]

- (ii) Terms of office for representatives on Committees:
  - (a) "Faculty Member" Representatives on Senate Committees shall be appointed the 1<sup>st</sup> of February for a three year term ending on the 31<sup>st</sup> of January of their third year and shall be eligible for reappointment for further terms.
  - (b) "Staff Representatives" on Senate Committees shall be appointed the 1<sup>st</sup> of February for a three year term ending on the 31<sup>st</sup> of January of their third year and shall be eligible for reappointment for further terms.
  - (c) "Student" Representatives on Senate Committees shall be appointed the 1<sup>st</sup> of July. Appointments shall continue for one year, for the duration of their continuous enrolment at the University excepting the May semester, until their graduation from the University, or until they resign, whichever comes first and, if none of these conditions pertains, after that until a successor is elected.

### 3 (e) Interpretation of the Definitions in the Senate Handbook

With the exception of the following definitions, the interpretations as specified in Part 1 of the University Act shall apply:

- (i) "Student" means a student who is in accordance with Section ~~3 (n)~~ 3 (m) of the UNBC Senate Handbook.
- (ii) "Student Association" ~~is interpreted as~~ means either the Northern Undergraduate Student Society or the Northern British Columbia Graduate Students' Society.
- (iii) "Regional Student Member" means a student who is enrolled predominantly in credit course(s) at a location other than the Prince George Campus, and who is eligible to stand for office in accordance with Section 3 (o) of the UNBC Senate Handbook.
- (iv) "Senior University Administrators" includes the following officers: Vice-President (Academic) and Provost; Vice-President, Administration and Finance; Vice-President Research; Associate Vice-President, Medicine; Dean of Graduate Studies; University Secretary and Registrar; Administrative Registrar; College Deans; Dean of Enrolment; University Librarian, Director of

Administrative Computing and Information Services; Director of Computing Telecommunication Services; Director of Cooperative Education; Director of Development; Director of Facilities; Director of Finance and Budgets; Director of First Nations Centre; Director of Human Resources; ~~Director of Institutional Analysis and Planning~~; Director of International Operations; Director of Media and Public Relations; Director of Purchasing, Contracting and Risk Management; Director of Regional Operations and University/College Relations; Director of Student Services.

- (v) "Professional Librarian" means a person whose employment classification at the University includes the term "librarian," and the designations "full-time" and "continuing."
- (vi) "Faculty Member" for the purpose of the University Act means any position where a person holds a University appointment as a Senior Lab Instructor, Instructor I, II, III, IV or V, Part Time Instructor, Lecturer, Assistant Professor, Associate Professor, Professor or Librarian I, II, III or IV, or an equivalent position designated by Senate.

[The Instructor categories were omitted from the current Senate Handbook, but are part of the Definition of "faculty" in the Faculty Handbook, and fully consistent with the definition of "faculty" given in the University Act. Where an instructor holds a teaching appointment on a short-term basis, it seems most unlikely that the instructor would be interested in holding a Senate appointment or that there would be much support for the candidate's nomination - or indeed that there would be many votes for such a candidate were the name to be advanced.]

- (vii) "Faculty Member Serving in the Regions" means a person employed and directly salaried by the University at a location other than the Prince George Campus who has been given a contract for a teaching assignment ~~of one year or more~~, and serves as a Senior Lab Instructor, Instructor, Lecturer, Assistant Professor, Associate Professor, Professor, or in an equivalent position designated by Senate.

[The phrase "one year or more" is not applied to persons serving at the Prince George Campus and, in that context, it is not clear why it should be applied to persons serving at other locations.]

- (viii) "Lay Senator" means a Senator who is not a student and who does not hold an academic appointment at the University of Northern British Columbia.

[Students are excluded from consideration because additional appointments under the Act may not alter "the ratio set out in paragraphs (g) and (h) (S. 35(2)(k))."]

- (ix) "Professional Program" is defined as a program which is:
- (a) accredited, and/or
  - (b) viewed as a professional program.

The following programs are noted as part of the "professional programs": Education, Environmental Engineering, Environmental Planning, Forestry, Nursing, Community Health, Social Work, Disabilities Management, and Medicine.

### 3 (f) Nominations to Available Seats on Senate

~~Subject to the rules governing nominations:~~ The following rules shall apply to nominations to Senate other than for candidates representing Student Societies, the College Councils and Wilp Wilxo'oskwhl Nisga'a, for which bodies their own regulations shall apply subject to the requirements of the University Act and consistent with the procedures set out in this Handbook:

[This will remove ambiguity as to the responsibility for conducting elections. As a matter of course, constituencies empowered to send representatives to Senate should have under their control the means by

which they select them. S. 43(2) of the University Act states that "The registrar must conduct all elections that are required." The "Dictionary of Canadian Law" defines "conduct" as "to manage or lead." In that context it is incumbent on the Registrar to ensure that elections are conducted properly and in a manner consistent with the requirements of the Senate Handbook. Therefore, in the relevant sections which follow, in reporting the results of an election the several constituencies also are required to report the process by which they arrived at the results.

[The Terms of Reference of the Senate Committee on Nominations gives that committee the responsibility to "recommend to Senate the names of people to serve on each Senate Committee." There is no requirement for elections to each Senate committee, nor is it the current practice to hold elections.]

- (i) ~~Except under unusual circumstances~~ Normally, as anticipated vacancies arise on the Senate the nomination and election of members to available seats will be undertaken ~~immediately so as to be concluded before the vacancies have effect, and members shall assume their offices within six weeks of the closing date of the election~~ so as to assure continuity of the composition of the Senate.

[These suggested changes give effect to current practice.]

- (ii) Each faculty and student candidate must complete the appropriate nomination form.

[This form, signed by the candidate, is assurance that they are willing to stand for election and agree to "abide by the Senate rules Governing nominations." ]

- (iii) The Call for Nominations shall be published in any appropriate manner as circumstances require.
- (iv) The election register shall be open to inspection by all members entitled to vote, in the Office of the ~~Registrar~~ University Secretariat, during the period for making nominations, between the hours of 9:00 a.m. and 4:30 p.m. (Pacific Time), Monday to Friday, except on holidays.
- (v) Nomination papers for faculty and student elections to the Senate shall be signed by no fewer than three persons, other than the candidate, entitled to vote in the election and shall have the signature of the nominee indicating that the nominee is willing to run for election and agrees to abide by the Senate Rules Governing Nominations.
- (vi) Withdrawal by a person duly nominated as a candidate for election shall be made in writing to the Secretary of Senate and to the constituency conducting the election. Upon receipt of such written notification, the person shall cease forthwith to be a candidate for election. In the event that such written notification is received later than 48 hours following the close of nominations and after the ballots have been prepared, the person's name shall remain on the ballot and the scrutineers shall record the number of votes the person receives but shall disqualify such votes, regardless of the number, when determining which candidates are elected.

### **3 (g) Regulations Covering Voting for Elections to the Senate ~~or to Senate Committees~~**

[As noted above, The Terms of Reference of the Senate Committee on Nominations gives that committee the responsibility to "recommend to Senate the names of people to serve on each Senate Committee." There is no requirement for elections to each Senate committee, nor is it the current practice to hold elections. Nevertheless (see 3(q)(6) below), Senators retain the explicit right to nominate from the floor in respect of Senate Committees.]

In accordance with the University Act the following rules shall apply to elections to Senate other than for candidates representing Student Societies, the College Councils, the Alumni Association (for Lay

Senators) and Wilp Wilxo'oskwhl Nisga'a, for which bodies their own regulations shall apply, subject to the requirements of the University Act and consistent with the procedures set out in this Handbook. In reporting the results of elections the Student Societies, the College Councils, the Alumni Association, and Wilp Wilxo'oskwhl Nisga'a shall report as well the procedures followed such that the Registrar is satisfied that the requirements of the Act have been met.

- (i) All elections conducted by the Secretary of Senate shall be by secret ballot.
- (ii) The Secretary of Senate shall be informed fully of all aspects of the conduct and outcome of constituency-based elections, and shall report to the Steering Committee of Senate on any anomalies in the conduct of constituency-based elections.
- (iii) The Secretary of Senate shall fix a date for elections under the Secretary's purview.
- (iv) The final date of all regular student elections to the Senate shall normally be in April.
- (v) The final date of all regular staff and faculty elections to the Senate shall normally be in December.
- (vi) Elections shall be conducted by mail. The definition of mail will be determined by the Steering Committee of Senate to enable the use of emerging technology to conduct elections.
- (vii) The Secretary of Senate must mail the ballots not more than four weeks and not less than two weeks before an election, for elections under the Secretary's purview.
- ~~(viii) Ballots shall be sent to all eligible voters as set out in the election register maintained by the Administrative Registrar at the time of the close of nominations. For students taking classes at the Prince George Campus, ballots will be distributed at the Prince George Campus polling station. For students who are not attending classes at the Prince George Campus, ballots will be distributed by mail. For faculty who are stationed at UNBC campuses, ballots will be distributed in confidence by internal mail. For faculty who are stationed outside UNBC campuses, ballots will be distributed by mail.~~

[Student Societies and College Councils are responsible for conducting their own elections, so as to designate representatives.]

- (ix) Ballots may be returned by mail, by delivery to the Office of the University Secretariat at the Prince George Campus, or by delivery to one of the other UNBC campuses (Fort St. John, Terrace, or Quesnel). It is the responsibility of the person presenting the ballot to ensure that it reaches the Office of the University Secretariat at the Prince George Campus and the appropriate party prior to the deadline for the election.
- (x) Any Candidate for any election to serve on the Senate is entitled to scrutinize the counting of ballots and is entitled to designate up to three other persons to assist in scrutinizing or to act in the Candidate's place.
- (xi) In the event of an equality of votes between two or more candidates on Senate, the final result shall be decided by lot amongst the candidates receiving an equal number of votes, under the direction of the Secretary of Senate.
- (xii) In the event of an equality of votes between two or more candidates ~~on~~ for Senate, the Senate will cast the deciding vote.

[This is required for compliance with S.16(2) of the Act.]

- (xiii) Ballots received after 4:00 p.m. (Pacific time) on the day fixed for the election must be destroyed without being opened.
- (xiv) All ballots and identification envelopes received will be held by the Secretary of Senate for a period of 90 days following the announcement of the election results. At the end of that time all the ballots and identification envelopes will be destroyed.
- (xv) The Secretary of Senate shall report the results of the election to Senate at its first meeting following the election.
- ~~(xvi) In the case of elections to the Senate from the student societies, a list of alternates shall be established to automatically fill vacancies which occur during the specified term. In order to be designated as an alternate, the candidate must be the runner-up in the previous election.~~
- (xvii) In the event that unforeseen or unusual circumstances prevent the carrying out of any of the above procedures, the Secretary of Senate shall exercise discretion in altering the procedures to fit the circumstances, after consultation with the Steering Committee of Senate, and shall report any action taken to Senate at its next regular meeting.

- (xviii) In the event that there are disputes concerning the above procedures, such matters shall be decided on behalf of the Steering Committee of Senate whose decisions shall be final.

### **3 (h) Vacancies on the Senate**

Senate vacancies shall be filled as follows after appropriate consultation, notwithstanding whether the position was occupied by the representative of a constituency:

- (i) If there is a vacancy on the Senate for an elected position the Senate may appoint any person qualified for election to that position to fill the vacancy for the balance of the term of office.
- (ii) Any elections for positions conducted at Senate shall be by secret ballot and the results will be reflected in the minutes.
- (iii) Any elected member of the Senate may be granted a leave of absence for up to three consecutive ordinary meetings of Senate. Any absence without leave for more than three consecutive ordinary meetings shall result in a declaration of a vacancy by the Secretary of Senate.
- (iv) The position of an elected member shall be declared vacant by the Secretary of Senate when notice is received that the member has resigned or, in the case of faculty, that the member is going on leave for a period of more than six months, or that the member has been granted disability leave.
- (v) 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.
- (vi) If students elected to the Senate do not meet the conditions specified in the above subsections during their term of office, the Secretary of Senate shall report this to the Senate at its next meeting and shall enter a declaration of vacancy in the minutes of that meeting.
- (vii) Regional Representatives to Senate shall be recommended to Senate, as appropriate from time to time, by the Senate Committee on Nominations. Senators shall have the opportunity to nominate candidates from the floor.

[See terms of reference for the Nominating Committee.]

### **3 (i) Faculty Eligibility to Nominate, Be Nominated, Vote and Serve as a Faculty Member on the Senate**

In order to be eligible to nominate, be nominated, vote and serve on the Senate as a faculty member, one must:

- (i) Hold a continuing appointment at UNBC, and
- (ii) Be a "Faculty Member" or a "Faculty Member Serving in the Regions" as defined in Sections 3 (e) (vi) and 3 (e) (vii).

### **3 (j) Election of Faculty to Senate by Faculty Members Under the University Act**

In accordance with the University Act eighteen faculty members are to be elected from and by the faculty members as follows:

- (i) 8 of whom shall be elected by faculty members in the College of Arts, Social and Health Sciences, from among their number, and

- (ii) 8 of whom shall be elected by faculty members in the College of Science and Management, from among their number, and
- (iii) 2 of whom shall be elected at large by all faculty members and librarians.

The election of the faculty members representing the colleges shall be conducted under the direction of the respective College Deans, ~~and the University Librarian~~, as appropriate, and the Deans shall report to the Registrar the process by which the election was conducted.

[The references to "direction of the respective College Deans" and reporting the election process reiterate the provision at the beginning of 3(f). There is not a circumstance under which the University Librarian would direct an election.]

### **3 (k) Eligibility of Faculty to Be Appointed and Serve as Faculty Members on Senate Committees**

In order to be appointed and serve as a faculty member on Senate Committees, one must:

- (i) Hold a continuing appointment at UNBC, and
- (ii) Be a "Faculty Member" or a "Faculty Member Serving in the Regions" as defined in Sections 3 (e) (vi) and 3 (e) (vii).

### **3 (l) Identification of Faculty to serve as Faculty Members on Senate Committees**

Identification of faculty members to serve on Senate Committees shall be done in the following way:

- (i) The Secretary of Senate will annually contact each appropriate unit and request a list of faculty members designated to serve on Senate Committees.
- (ii) A faculty member from a College may also be a Faculty Senator.

### **3 (m) Student Eligibility to Nominate, and Vote for the in Senate Elections**

To meet the definition of a "student" for the purposes of nominating and voting, one must:

- (i) Be a student who is a member of either the Northern Undergraduate Student Society or the Northern British Columbia Graduate Students' Society, and
- (ii) Be an undergraduate student registered in at least one course in the semester in which nominations are due and elections are conducted, or
- (iii) Be registered in at least one course in each of the two previous semesters in which nominations are due and elections are conducted, or
- (iv) Be registered in a co-op work term in the semester in which nominations are due and elections are conducted, or
- (v) Be a graduate student who is currently enrolled in a program leading to a graduate degree.

### ~~**3 (n) Student Eligibility to Serve as a Student Senator**~~

~~To maintain eligibility during their term of office, a student Senator must:~~

- ~~(i) Be a student as defined in 3 (m) (i), and~~

- ~~(ii) Be a student in good standing (a student who is in "good standing" is a student who is not on academic probation and does not owe the University monies in excess of \$100.00), and~~
- ~~(iii) Be registered in both the September and January semesters of the academic year of service as a Senator at UNBC, and~~
- ~~(iv) As an undergraduate be currently registered in courses leading to an undergraduate credential, or~~
- ~~(v) As a graduate student be currently enrolled in a program leading to a graduate degree, or~~
- ~~(vi) Be registered as a co-op student.~~

~~Students elected to the Senate shall be eligible to serve during the May semester even though they may not be enrolled in any credit courses.~~

### 3 (o) Eligibility of Students to Be Appointed and Serve as Student Senators or as Student Representatives on Senate Committees

In order to be appointed and serve as a student representative on Senate or Senate Committees, one must:

- (i) Be a student as defined in 3 (m) (i), and
- (ii) Be a student in good standing (a student who is in "good standing" is a student who is not on academic probation and does not owe the University monies in excess of \$100.00), and
- (iii) Be an undergraduate student registered in at least one course in the semester in which a vacancy arises and have been registered in the semester immediately preceding the one in which the vacancy arises. Registration in the May semester is not a requirement to meet this condition provided that, if the vacancy arises during the May or September semesters, the student is registered for the September semester and was registered during the preceding January semester.
- ~~(iv) Be registered in at least one course in each of the two previous semesters in which a vacancy arises, or~~

[This subsection, if left in place, apparently would (the grammar is imprecise) allow a past student who is not currently registered to serve on a Committee of Senate. The correction to (iii) above allows students not to be registered during the May semester but still be eligible for appointment in the September semester.]

- (v) Be registered in a co-op work term in the semester in which a vacancy arises, or
- (vi) Be a graduate student who is currently enrolled in a program leading to a graduate degree.

Students elected to the Senate or to Senate Committees shall be eligible to serve during the May semester even though they may not be enrolled in any credit courses.

[3(n) and 3(o) are closely similar, the only difference being the status of current registration. Since a student can be a Senator or serve on a Committee only while remaining a student, and since any student, registered for the January Semester at the time of election can cancel that registration up to the end of the Add/Drop period, it makes little sense to include a two-semester registration requirement for service as a Senator under 3(n)(iii). The final sentence in this subsection is transferred from 3(n), with the possibility of continued membership extended the May semester in respect of

Senate Committees. This is especially important in respect of the Committee on Academic Appeals.]

### 3 (p) Identification of Students to Serve as Student Members on Senate Committees

Identification of student members to serve on Senate Committees shall be done in the following way:

- (i) In the case of undergraduate student members, the Secretary of Senate will annually contact the ~~Director of University Affairs~~ President of the Northern Undergraduate Student Society, or NUGSS designate, and request a list of students designated to serve on Senate Committees.

[The titles designating NUGSS Officials has changed since the last revision.]

- (ii) In the case of graduate student members, the Secretary of Senate will annually contact the President or Vice-President of the Northern British Columbia Graduate Students' Society and request a list of candidates designated to serve on Senate Committees.

- (iii) For the Senate Committee on Academic Appeals (SCAA), and the Senate Committee on First Nations and Aboriginal Peoples (SCFNAP), the Secretary of Senate will annually contact the President or Vice-President of the T'seba Student Association and request a list of students willing to serve on these committees.

### 3 (q) Appointment of Student and Faculty Members to Senate Committees

The appointment of student and faculty members to Senate Committees shall be conducted in the following manner:

- (i) Committee recording secretaries will advise the Secretary of Senate of any committee vacancies.
- (ii) The Secretary of Senate shall confirm potential candidates' willingness to serve on a particular Senate Committee. The Secretary of Senate shall recommend to the members of the Senate Committee on Nominations (SCN) by e-mail a slate of consenting candidates to fill any vacancies on Senate Committees.
- (iii) SCN shall develop its own criteria for the review of candidates for Senate Committees.
- (iv) If a member of SCN has a concern regarding a particular recommendation, a meeting of the committee will be called.
- (v) The Secretary of Senate shall give SCN a one week period to give notification of any concerns regarding the stated recommendations.
- (vi) After the one week period has passed for SCN to give their views to the recommendations, the recommendations shall be forwarded to Senate for final approval. Senators shall have the opportunity to nominate candidates from the floor.

[This codifies current practice.]

- (vii) SCN shall submit to Senate, on a monthly basis as appropriate, a report documenting vacancies in committee memberships and proposing candidates to fill vacancies. Senators will have the opportunity to nominate from the floor.

[Reporting need only be in months when there are nominations to report. The list of nominees is circulated with the Senate pre-meeting package, giving Senators time to consider whether to advance other nominations.]

### 3 (r) Order of Agenda

(i) Open sessions of Senate shall normally follow this order:

- Approval of the agenda
- Approval of the minutes of the previous meeting(s)
- Business arising from the minutes
- Report of the President
- Report of the Vice-President (Academic) and Provost
- Question Period
- Reports of Committees
- Information
- Report of the Administrative Registrar
- Other business
- ~~Report of the Administrative Registrar~~
- ~~Information~~

[Committee reports to Senate "for information" normally follow the reports to Senate by SCAPP and SCRGs, and in that context it is logical to place any other information items immediately following the Committee reports. The "Report of the Administrative Registrar" would follow, leaving "Other Business" in the traditional final spot.]

(ii) The agenda items and order for closed sessions and special meetings of Senate shall be determined by the Steering Committee of Senate.

(iii) Any matter not already on the Agenda of an ordinary meeting may, at the time of the approval of the agenda, be included in "Other Business" at the request of any member of the Senate.

(iv) If any member of the Senate presents a case for consideration of a motion at the current meeting, the matter of its inclusion on the agenda shall be decided by a vote in which a two-thirds majority shall be required.

(v) Any member of the Senate may ask in writing that the Chair include in the Agenda any matter that the member would like considered by the Senate at its next ordinary meeting.

(vi) When the Senate requests a report for its next meeting from a committee whose chair is not present when the request is made, the Secretary of Senate shall endeavour to notify the committee chair by telephone the next day so that the committee may be convened without delay.

(vii) When a committee has been requested to prepare a report between one meeting of Senate and the next, the committee presentation will appear as an item on the Agenda for the next meeting even though the report itself may not be available by the due date for Agenda items and background material.

### **3 (s) Reports to Senate**

(i) Standing committees of Senate, with the exception of the Steering Committee of Senate, will report annually to Senate as designated in their terms of reference. Any standing committee which has recommendations that require ratification of the Senate will report monthly, and will provide the necessary supporting documentation.

(ii) *Ad hoc*, temporary or task force committees shall report to Senate in accordance with their terms of reference.

(iii) Any committee or task force of Senate may be called upon by the Chair of Senate or by affirmative motion of Senate to report to Senate at any time.

(iv) The Colleges ~~will~~ shall submit an annual report to Senate in September.

- (v) Committee reports to Senate ~~will~~ normally include the following:
  - (a) A statement of actions taken by the committee in accordance with its terms of reference.
  - (b) Committee recommendations ~~will normally be~~ in the form of ~~a motion~~ motions and shall ~~be to be~~ ratified following the normal procedures for such.
  - (c) ~~In these instances~~ Where Senate has delegated powers to a committee, a summary of activity, ~~should be submitted~~ along with any matters (in the form of ~~a motion~~ motions) that require ratification of the full Senate.
- (vi) The Steering Committee of Senate shall allocate an appropriate amount of time on the agenda of Senate to consider the reports of committees.

### **3 (t) Regular Meetings**

- (i) The Senate shall normally meet once per month on the second Wednesday of each month, at 3:30 p.m. local time except under the following circumstances:
  - (a) When the second Wednesday of the month is a holiday or during a final exam week, the meeting shall be held on the next available Wednesday.
  - (b) In exceptional circumstances, the Chair may postpone a regular meeting of Senate and shall instruct the Secretary to inform members of the new date.
  - (c) If in the opinion of the Steering Committee of Senate, there is insufficient business to justify a regular meeting of Senate, the meeting may be canceled and the Secretary instructed to inform members at least nine days in advance.
- (ii) The Secretary of Senate will distribute the notice of meeting and the agenda to the members of Senate at least ~~nine~~ five days prior to the meeting. This information will be made available electronically to the UNBC community by posting to 'facstaff' and 'general.' Supporting papers will be available upon request to the Secretary of Senate.
 

[This subsection, formerly 3(t)(ii), has been made a subsection in its own right because it has nothing to do with the exceptions itemized in the subsection above. "Five" days' notice reflects current reality.]
- (iii) The open session will normally terminate by 5:30 p.m. except under unusual circumstances where the meeting may be extended by successful motion for extension, requiring a simple affirmative majority of those who vote.

### **3 (u) Open and Closed Sessions**

Meetings of Senate will normally be divided into two sessions: an open session when observers are admitted and, a closed session for the discussion of business deemed to be confidential and in both instances consistent with the Freedom of Information and Protection of Privacy Act of B.C.

- (i) The closed session will normally follow the open session.
- (ii) In addition to the members and officers of Senate, the Senior University Administrators will be invited to attend the closed session of Senate.
- (iii) The agenda and minutes for both the open and closed sessions shall be public, except in those instances where specific items, portions or categories of information discussed in the closed session are deemed to be exempt for disclosure under the Freedom of Information and Protection of Privacy Act of B.C.

### **3 (v) (new) Observers of Senate**

[This section consists of the last two subsections previously included under (u) above. A new section is proposed since matters relating to Observers of Senate really are separate from considerations of open and closed sessions.]

- (i) Observers of Senate shall conduct themselves in a manner so as not to interfere with the business of Senate. The Chair shall have the authority to request the removal of observers of Senate who are deemed to be interfering with the business of Senate.
- (ii) In those circumstances where the number of observers of Senate is such that both public safety and/or the ability to conduct the business of Senate is in jeopardy, the Chair may request the closing of Senate Chambers to additional observers and if necessary the removal of an appropriate number of observers from the chambers.

### **3 (v) Special Meetings**

- (i) In exceptional circumstance a special meeting of Senate may be called if:
  - (a) The Chair considers a matter to be of sufficient urgency, or
  - (b) There is a petition of at least seven members of Senate, at least five of whom must be elected, or
  - (c) The Chair receives a special request from the Board of Governors.
- (ii) Business conducted at any special meeting of Senate must be limited to and consistent with the special reason for which the meeting was called.
- (iii) The Secretary of Senate shall have at least seventy-two hours before the scheduled start time for any special meeting of Senate to distribute by mail, telephone, facsimile or electronic mail a notice of meeting, agenda and supporting documents to the members of Senate.

### **3 (w) Quorum on the Senate**

~~Twenty-three members~~ Greater than fifty per cent of the current membership shall constitute quorum for the transaction of business at a regular or special meeting of Senate, ~~The 23 members shall consist of the following~~ provided that the members present include the following:

- (i) The Chair, Vice-Chair or appointed Chair; and the Secretary or acting Secretary;

[Robert's rules requires that meetings be appropriately staffed.]

- (ii) At least 9 members of faculty elected to Senate, and

[That is, 50 per cent of the Faculty members of Senate.]

- (iii) At least 5 of whom must be student members elected to Senate, and

[That is, at least 50 per cent of the number of student Senators.]

- ~~(iv) At least 4 of whom are among Senior Administrators/Faculty, and~~

- ~~(iii) At least 7 from amongst other members of Senate.~~

- (iv) Sufficient from amongst other members of Senate to constitute greater than fifty per cent of the membership.

### **3 (x) Conduct of Meetings**

- (i) Except as otherwise stated the use of recording devices and cameras is not permitted after a meeting has been called to order, except at the discretion of the Chair.
- (ii) Motions from the floor may be made orally; however, at the request of the Chair or the Secretary, the mover may be required to put the motion in writing.
- (a) Motions may also originate in the following ways:
- From a Committee presenting a report, or
  - From a Committee advising Senate in advance of its intention to bring forth motions at the next regular meeting of Senate, or
  - From a College, if the Steering Committee of Senate considers that the matter does not need to be referred to a Senate Committee, or
  - From a member presenting a notice of motion to be presented at the next regular meeting of Senate.
- (b) Once a motion is moved and seconded, the mover of the motion may speak to it and answer questions from the floor of Senate.
- (c) A motion included on the agenda may be withdrawn before being moved on the floor of Senate.
- (d) A motion may be presented and voted upon with or without discussion.
- (e) A motion on the floor of 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 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 defeated, debate of the initial motion may continue.
- (g) A motion to *lay on the table* 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 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 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 Senate a motion on the floor may be split into two or more parts, is not debatable, and is passed by a simple majority with each part to be debated and voted upon separately. The motion to split the original motion is not debatable and is passed by a simple majority. The defeat of one part of a motion so divided does not automatically defeat the other parts of the split motion.~~  
Upon the agreement of Senate by general consent or by motion, a motion on the floor, that is presented in more than one part, may be divided into two or more related parts, and each part voted on as if it were a distinct question; provided that each part, if approved, is separately a question that can be acted upon if none of the other parts is carried.

[This revised text corrects unclear text identified by Senator Hyndman, and brings the process into consistency with Robert's Rules.]

- (j) When a motion on the floor consists of several independent parts, one or more parts must receive separate consideration and vote at the demand of a single member.

[Senate commonly, by general consent of the membership, agrees to consider several motions as an "omnibus" package. This provision makes it clear that any Senator may insist that one or more motions in such a package be dealt with separately.]

- (k) 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.

- (iii) Voting at Senate shall be conducted in the following manner:
  - (a) For purpose of elections, all votes will be by ballot. Normally all other votes will be by a show of hands, and a simple affirmative majority or lack thereof will be recorded. In those circumstances where there is a motion passed to have a recorded vote or a vote by ballot, this shall be done and will be reflected in the minutes.
  - (b) The Chair shall not vote except in the case of the equality of votes for and against a motion, in which case the Chair shall cast the deciding vote.
- (iv) Debate at Senate shall be conducted in the following manner:
  - (a) Any member of Senate who wishes to speak must be recognized by the Chair.
  - (b) Any senator who has been recognized to speak by the Chair once on any given question has exhausted their right to speak on that question until all members of Senate have been given the opportunity to speak once. The same principle shall apply to those speaking, two, three, and more times.
- (v) Questions to other Senators, resource persons or visitors to Senate must be directed through the Chair, who will request the response.
- (vi) When a person is a voting member of Senate or a Senate Committee by virtue of their office and is absent, they may appoint an acting officer, who will have the right to vote at Senate or Senate Committee meetings.

### 3 (y) Minutes

- (i) The minutes of open sessions of Senate shall be a brief summary of the points made in debate and a record of decisions taken.
- (ii) The minutes of closed sessions shall reflect the mover and the seconder of motions and only that information germane to the type of decision being made (e.g. acceptance of the report of the Senate Committee on Honorary Degrees and Other Forms of Special Recognition).
- (iii) The open sessions of Senate shall be audio taped in their entirety, and retained in the University Secretariat until such time as the minutes of the meeting in question have been approved by the Senate, after which meeting the taped record shall be erased. The audio record of all open sessions shall be available in the University Library.

[It is questionable whether Senate should continue taping its meetings. There may once have been a legislative requirement that this be done but, if so, it is no longer in place. Once the minutes of an open session have been approved, they stand as the official document notwithstanding what later review of a tape may show - hence the suggestion that the taped record be erased after the approval of the minutes. To my understanding no challenge to the Minutes of an open session has been made that required the review of tapes, and the Secretary makes no use of them in preparing the minutes. The Secretary polled other University Secretaries to learn their mandates and practices in this regard. To date these are the responses:

<u>University</u>	<u>Tapes Minutes?</u>	<u>Required?</u>	<u>Comments</u>
Concordia	No		
Bishop's	Yes	No	Held as an archive, never accessed.
Lakehead	No		
Laurier	Yes	No	Sometimes referred-to in preparing the minutes.
Lethbridge	No	No	Sometimes used as an

			aid to preparing the Minutes.
Manitoba	Yes	No	Used rarely for minutes preparation, erased after 2 years.
McGill	Yes	No	Used occasionally for verification. Destroyed after minutes approved.
McMaster	No		They do tape appeals.
Memorial	No		Taping is prohibited.
Nipissing	No		
Prince Edward Is.	No	No	
Queen's	Yes	No	...destroyed after approval of minutes.
Regina	No	No	Appeal hearings are taped.
Royal Roads	N/A		...but has never taped.
Saskatchewan	No		
Trent	No		...and would not.
Western	Yes	No	...erased after approval of minutes.
Windsor	No		
York	No]		

- (iv) The supporting papers and minutes of all closed sessions shall be placed in the University archives.
- (v) A copy of the minutes of open sessions shall be distributed to the members of Senate, the northern colleges (CNC, NWCC, NLC), and ~~the Thompson Rivers University~~ and Yukon College, with which UNBC has protocol agreements, and to those external bodies or persons that have requested a copy from the Secretary of Senate. An electronic copy of the minutes of open sessions will be posted on the World Wide Web.

[We do not exchange hard-copy minutes with the other BC Universities, and the TRU reference may be a holdover from when it was UCC. Given the ready availability of the Minutes on-line, there seems little point in mailing hard copy in most cases.]

### 3 (z) Committees

- (i) In accordance with the University Act, the Senate may establish committees as follows:
- (a) ~~The Senate may create committees.~~
- [This statement is deleted as redundant.]
- (b) Terms of reference shall be established for each committee at the time the committee is created.
- (c) By a two-thirds vote of its members, Senate may delegate to one or more of its Committees those of its powers as it may determine.
- [University Act S.37(1)(b).]
- (c) Each committee shall have a Chair and a Secretary.
- (d) The composition and/or method of appointment to a Senate Committee may be established and changed from time to time and if no method of appointment is specified then the Senate shall appoint the members of a committee other than the Chair.
- (e) The Senate may remove or discharge any committee member appointed by them.
- (f) Where a qualification is required for membership on a committee any member ceasing to qualify automatically ceases to be a member.

- (g) If any member has failed to attend three consecutive meetings of a committee, the Chair of a Committee may petition the Steering Committee of Senate (SCS), through the Secretary of Senate, by written request, to have the member removed and a replacement sought. In these cases, the Chair should follow the procedure listed below:
- the Chair should discuss the concern with the member.
  - if there is no resolution through regular attendance, reasons that are acceptable in the short-term, or the resignation of the member, the Chair may petition SCS to remove and replace the member.
  - SCS will advise the member of the request and provide the member with the opportunity to respond.
  - SCS will decide on the action to be taken and so advise the chair and the member.
  - SCS will report to Senate on such matters in summary form.
- (ii) The Chair for each Senate Committee will normally be elected annually in the month of May by the members of each Senate Committee unless the committee has a designated Chair. In those instances where the Committee does not elect a Chair, the Chair of the Senate shall have the authority to do so. By vote, the full Senate may discharge or replace any Chair or member at any time.
- (iii) Elected members of Senate are eligible for appointment to membership on any committee of Senate.
- (iv) Senior University Administrators are excluded from membership on the Senate Committee on the University Budget (SCUB). With the exception of SCUB, the Secretary of Senate is, ex officio, a non-voting member of all Senate Committees.
- [This parallels the practice on the Board of Governors, on which the University Secretary is an ex-officio non-voting member of all Committees. In practice, the Secretary has been an active participant in some Committees - particularly SACPP, SCRGS and SCCC - but not all.]
- (v) The Chair of Senate is excluded from membership on the Senate Committee on Academic Appeals (SCAA), the Senate Committee on Student Discipline appeals, the Senate Committee on Admissions and Degrees (except when sitting as the Degree Committee), and the Senate Committee on the University Budget (SCUB).
- [S.63(c) of the Act excludes the President from "the standing committee on appeals," and all three of these committees hear appeals.]
- (vi) Members of Senate will generally not be asked to serve on more than three committees.
- (vii) The Secretary of Senate shall notify, in writing, the members of Senate and the Senate Committees of their various appointments to Committees after Senate has given its approval.
- (viii) Members of committees whose terms of office on Senate have ended are generally requested to continue attendance at committee meetings until their successor has been elected.

Effective date: April 2006  
CARRIED.

Mr. DeGrace provided background to this motion, suggesting that, since a new President would soon be on board, this was an opportune time to ensure the Senate Handbook continued to remain in accordance with the University Act. He pointed out the substantive changes to the Handbook, including the elections procedures, the ratio of graduate to undergraduate student Senators, and the recording of Senate meetings. Mr. DeGrace added that, if the revisions were approved, a revised copy of the Senate Handbook would be distributed at the next Senate meeting. Dr. Jago congratulated the University Secretary for taking on this project.

## 8.0 Other Business

**8.1 Report of the Administrative Registrar**

**McKenzie for Kielly**

The Administrative Registrar did not provide a report.

**9.0 Information**

**9.1 Response from Ministry of Advanced Education — Institutional Service Plan and Report**

Dr. Jago provided this document for information, and suggested that, in particular, the summary of the content of other Universities' reports, expressed in this document, may be of interest to Senators.

**10.0 S-200604.09  
Adjournment**

Hutchings  
That the Senate meeting be adjourned.  
CARRIED.

The meeting adjourned at 4:45 p.m.