



# ***SENATE HANDBOOK***

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# 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 Provost
- (d) the Vice President, Research
- (e) the Deans of the Faculties
- (f) the University Librarian
- (g) the Director, Business Services and Continuing Studies
- (h) 22 faculty members to consist of two members of each faculty elected by the members of that faculty, and the remainder elected by the faculty members in the manner that they, in joint meeting, determine (three year term)
- (i) 11 students, elected from the students who are members of an undergraduate student society or a graduate student society (one year term)
  - (i) President of the Northern Undergraduate Student Society
  - (ii) ~~President~~ Chairperson of the Northern British Columbia Graduate Student Society
  - (iii) At least one student from each faculty
  - (iv) Four elected at large, two undergraduate students and two graduate students
- (j) Four persons who are not faculty members, elected by and from the convocation (three year term)
- (k) One member to be elected by the governing body of Wilp Wilxo'oskwhl Nisga'a (WWN) (three year term)

**Note:** Senior University Administrators and Other Representatives 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) 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.

### 3 (b) Amendments

- (i) Any proposal to amend 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;
  - (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.
- (ii) Upon presentation of a proposal to amend the Rules of Senate, adequate notice shall be given to Senators consistent with 3 (w) (ii), and the proposal normally shall be considered at the next regular meeting.
- (iii) To be adopted, an amendment to the Rules of Senate requires valid notice and a two thirds vote in favour.

### 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 Acting Registrar shall be the 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 a successor is appointed or elected." (See also section 3 (h) of this Handbook).

- (i) Senate
  - (a) Persons elected to the Senate by the faculty members shall take office on the 1<sup>st</sup> of April for a three year term ending on the 31<sup>st</sup> of March of the third year and until their successor is appointed;
  - (a) Students elected to Senate by the student societies, with the exception of the President of the Northern Undergraduate Student Society and the Chairperson of the Northern British Columbia Graduate Society shall take office on the 1<sup>st</sup> of September 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.
  - (b) The President (or designate) of the Northern Undergraduate Student Society and the Chairperson (or designate) of the Northern British Columbia Graduate Society shall take office on the 1<sup>st</sup> of April 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.
- (ii) Terms of office for representatives on Committees:
  - (a) "Faculty Member" Representatives on Senate Committees shall be appointed the 1<sup>st</sup> of April for a three year term ending on the 31<sup>st</sup> of March 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 April for a three year term ending on the 31<sup>st</sup> of March 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 September. 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, Section 1 of the *University Act* shall apply:

- (i) The "Convocation" consists of the Chancellor, the President, all faculty members, the members of the Senate, all persons whose names are added to the roll of Convocation by the Senate, and all graduates of the University.
- (ii) "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, or IV, Part Time Instructor, Lecturer, Assistant Professor, Associate Professor, Professor or Librarian I, II, III or IV, or an equivalent position designated by Senate.

- (iii) "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.
- (iv) "Professional Librarian" means a person whose employment classification at the University includes the term "librarian," and the designations "full-time" and "continuing."
- (v) "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, Civil Engineering, Environmental Engineering, Environmental Planning, Forestry, Nursing, Community Health, Social Work, Disability Management, and Medicine.

- (vi) "Senior University Administrators not otherwise elected or appointed to Senate" includes the following officers: Vice President, Finance and Business Operations; Vice President, Advancement; Associate Vice President Northern Medical Program; Director, Centre for Teaching, Learning and Technology; Director, International Education; Chief Information Officer.
- (vii) "Student" means someone who is a student in accordance with Section 3 (m) of the UNBC Senate Handbook.
- (viii) "Student Society" means either the Northern Undergraduate Student Society or the Northern British Columbia Graduate Students' Society.
- (ix) "Other Representatives not otherwise elected or appointed to Senate" includes the following positions: President of NUGSS, Chairperson of NBCGSS, Vice Provost Indigenous Initiatives, and the President of the Faculty Association.

### **3 (f) Senate Rules Governing Nominations to Available Seats on Senate**

The following rules shall apply to nominations to Senate other than for candidates representing Wilp Wilxo'oskwhl Nisga'a and the Alumni Council (for Lay Senators), 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:

- (i) Normally, as anticipated vacancies arise on the Senate the nomination and election of members to available seats will be undertaken so as to be concluded before the vacancies have effect, and members shall assume their offices so as to assure continuity of the composition of the Senate.
- (ii) Each faculty and student candidate must complete the appropriate nomination form.
- (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, 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**

The following rules shall apply to elections to Senate other than for candidates representing the Alumni Council (for Lay Senators) and Wilp Wilxo'oskwahl 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 Alumni Council and Wilp Wilxo'oskwahl 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 February.
- (v) The final date of all regular staff and faculty elections to the Senate shall normally be in February.
- (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. Ballots shall be sent to all eligible voters as set out in the election register maintained by the Registrar at the time of the close of nominations.
- (viii) Ballots may be returned by mail, by delivery to the Office of the Registrar 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 Registrar at the Prince George Campus and the appropriate party prior to the deadline for the election.
- (ix) Any Candidate for any election to serve on the Senate is entitled to scrutinize the counting of ballots by designating one other person to assist in scrutinizing or to act in the Candidate's place.
- (x) In the event of an equality of votes between two or more candidates for Senate, the Senate will cast the deciding vote.
- (xi) Note that elections to Senate are covered by 3 (g) (x). In the case that there is an election by Senate that results in a tie vote, the vote will be by lot.
- (xii) Ballots received after 4:30 p.m. (Pacific time) on the day fixed for the election must be destroyed without being opened.

- (xiii) 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.
- (xiv) The Secretary of Senate shall report the results of the election to Senate at its first meeting following the election.
- (xv) 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.
- (xvi) In the event that there are disputes concerning the above procedures, such matters shall be decided by 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 absence by an elected member of Senate, without leave and for more than three consecutive ordinary meetings of Senate, shall result in a declaration of a vacancy by the Secretary of Senate. Any leave of absence for more than three consecutive ordinary meetings requires prior approval by the Steering Committee 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 from the University.
- (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.

### **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, a faculty member must:

- (i) Hold a continuing appointment at UNBC, **and**
- (ii) Be a "Faculty Member" as defined in Sections 3 (e) (ii).

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

In accordance with the *University Act* twenty-two faculty members are to be elected from and by the faculty members as follows:

- (i) Two of whom shall be elected by faculty members in the Faculty of Business and Economics, from among their number, and

- (ii) Two of whom shall be elected by faculty members in the Faculty of Environment, from among their number, and
- (iii) Two of whom shall be elected by faculty members in the Faculty of Human and Health Sciences, from among their number, and
- (iv) Two of whom shall be elected by faculty members in the Faculty of Indigenous Studies, Social Sciences and Humanities, from among their number, and
- (v) Two of whom shall be elected by faculty members in the Faculty of Science and Engineering, from among their number, and
- (vi) 12 of whom shall be elected at large by all faculty members and librarians.

### **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" as defined in Sections 3 (e) (ii).

### **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 eligible and willing to serve on Senate Committees.
- (ii) A faculty member so identified may also be a Faculty Senator.

### **3 (m) Student Eligibility to Nominate and Vote 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) 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 in good standing: A student who is in "good standing" is a student who is not on academic probation, 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, or
- (iv) Be registered in a co-op work term in the semester in which a vacancy arises, or
- (v) 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 (o) 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 President of the Northern Undergraduate Student Society, or NUGSS designate, and request a list of students willing to serve on Senate Committees, along with the appropriate application forms completed by those students.
- (ii) In the case of graduate student members, the Secretary of Senate will annually contact the Chairperson of the Northern British Columbia Graduate Students' Society, or NBCGSS designate, and request a list of candidates willing to serve on Senate Committees, along with the appropriate application forms completed by those students.

### **3 (p) Appointment of Lay Senators, Students and Faculty Members to Senate Committees**

The appointment of Lay Senators, students 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.

- (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.

### **3 (q) Order of Agenda**

- (i) Open sessions of Senate shall normally follow this order:
  - Acknowledgement of Territory
  - Approval of the agenda
  - Presentation
  - Approval of the minutes of the previous meeting(s)
  - Business arising
  - Report of the President
  - Report of the Provost
  - Report of the Registrar
  - Question Period
  - Approval of the Consent Agenda
  - Reports of Committees
  - Information
  - Other business
- (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 (r) 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 as necessary, 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 Faculties shall submit an annual report to Senate each October.
- (v) Committee reports to Senate normally include the following:
  - (a) A statement of actions taken by the committee in accordance with its terms of reference.
  - (b) Committee recommendations in the form of motions to be ratified following the normal procedures for such.
  - (c) Where Senate has delegated powers to a committee, a summary of activity, along with any matters (in the form of 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 (s) Regular Meetings**

- (i) The Senate shall normally meet once per month on the fourth Wednesday of each month, at 3:30 p.m. local time except under the following circumstances:
  - (a) In December the meeting shall take place on the second Wednesday of the month.
  - (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.
  - (d) Senate will not normally meet in July or December.
- (ii) The Secretary of Senate will distribute the notice of meeting and the agenda to the members of Senate at least five days prior to the meeting. This information will be made available electronically to the UNBC community by posting to 'announce' and 'general.' Supporting papers will be available upon request to the Secretary of Senate.
- (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 (t) Open and Closed Sessions**

Meetings of Senate will normally be divided into two sessions: an open session when observers are admitted, and, if necessary, 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 and Other Representatives as provided for in s. 3(e) (vi) and (ix), 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 (u) Observers of Senate**

- (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.
- (iii) 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.
- (iv) Consistent with subsections (i) to (iii), a vote may be called using e-mail when it is impractical for Senate to meet as a body, or when Senate determines a need to have a vote prior to the next regularly-scheduled meeting of Senate. E-mail votes shall offer the choices "Yes," "No," or "Hold."
  - When the "Yes" votes form a portion of the votes cast sufficient to pass the motion, it shall pass.
  - When the "No" votes form a portion of the total votes cast sufficient to defeat the motion, the motion is defeated.
  - Otherwise, debate on the motion shall be postponed ("Held") until the next in-person meeting.

Electronic ballots must be received directly from the Secretary, and returned to the Secretary from the electronic address to which it was delivered by the date specified in the call for the vote. Section 3 (x) (iii) (b) (specifying how the Chair shall vote) does not apply to votes conducted under Section 3 (v) (iv).

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

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, provided that the members present include the following:

- (i) At least 11 members of faculty elected to Senate, and
- (ii) At least 6 student members elected to Senate, except in the Spring and Summer semesters (May, June, July and August), where at 3 least students must be present.

### **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 Faculty, 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) Before debate has begun, a motion may be withdrawn by its mover. (Note that a motion on the agenda need not be moved.) After debate has begun, a motion may be withdrawn by the mover with the unanimous consent of Senate, or by a simple majority vote without debate.
- (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 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.
- (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.
- (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 may not vote except when the Chair's vote changes the outcome, or as mentioned in section 3 (v) (iv). A tied vote defeats a motion requiring a simple majority to pass.
- (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.
- (vii) The Senate may use a Consent Agenda to expedite the routine business of Senate. The Consent Agenda is an omnibus motion to approve motions that have been identified as being routine, either by Senate Committees on their own behalf, or by the Steering Committee of Senate.

The intent of using a Consent Agenda is to approve rapidly items of a routine nature, while still protecting the rights of individual Senators to engage in debate on any matter that a Senator feels to be of importance.

When a motion to adopt the Consent Agenda is on the floor the following rules apply:

- (a) As the purpose of the motion is to expedite business, the motion is undebatable.
- (b) At the request of any voting Senator, the Consent Agenda shall be amended to remove from the omnibus any motion that the Senator wishes to discuss.
- (c) Adoption of the Consent Agenda requires a simple majority vote.
- (d) After the consent agenda is adopted, the items on it are considered adopted, and are consequently ignored when encountered in the normal course of business.

### **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.

- (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. An electronic copy of the minutes of open sessions will be posted on the World Wide Web.

### **3 (z) Committees**

- (i) In accordance with the *University Act*, the Senate may establish committees as follows:
  - (a) Terms of reference shall be established for each committee at the time the committee is created.
  - (b) 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.
  - (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 selected annually in the month of October 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.
- (v) The Chair of Senate is excluded from membership on the Senate Committee on Student Appeals (SCA), the Senate Committee on Admissions and Degrees (except when sitting as the Degree Committee), and the Senate Committee on the University Budget (SCUB).

- (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 appointed.



## 4 • TERMS OF REFERENCE AND MEMBERSHIP FOR SENATE STANDING COMMITTEES

### STEERING COMMITTEE OF SENATE (SCS)

#### Terms of Reference:

- To prepare the agenda package for Senate meetings.
- To act as a clearing house for material being prepared by the Senate committees and to ensure the orderly and timely conduct of Senate business.
- To consider and rule upon requests by Senators for leaves of absence longer than three consecutive ordinary meetings (see Handbook 3(h)(iii)).
- To review and recommend changes on matters relating to the governance of Senate, its Committees and the Senate Handbook.
- From time to time, in consultation with the Board of Governors, to establish an *ad hoc* committee to govern, keep in proper order and advise on real property, buildings and structures of the University.
- To serve as the Senate standing committee empowered to consider and refer to Senate, or to the appropriate Senate committee, all matters that may be referred to the Senate by the Board.

#### Membership:

President (as Chair of Senate)  
Vice Chair of Senate  
Provost  
Two Faculty Senators  
One Student Senator  
One Lay  
Secretary of Senate (non-voting)

**Chair:** President

**Committee Secretary:** Secretary of Senate

**Recording Secretary:** Governance Officer

**Quorum:** Majority, including the Chair or Vice Chair of Senate

## SENATE COMMITTEE ON NOMINATIONS (SCN)

### Terms of Reference:

- To recommend to Senate the names of people to serve on each Senate Committee. The Committee will pay due attention to the need for rotation and continuity, the regional nature of the university, the need to represent the needs of each Faculty fairly, and any other relevant criteria.
- To recommend to Senate Senators to be appointed to non-Senate University committees.
- To review nomination and election procedures for faculty, staff and student positions and vacancies on Senate, Senate Committees and the Board of Governors.

### Membership:

President (*ex officio*)  
One Student Senator  
Three Faculty Senators  
One Lay  
Secretary of Senate (non-voting)

<b>Chair:</b>	A member elected annually in October by and from the members of the Committee
<b>Committee Secretary:</b>	Secretary of Senate
<b>Recording Secretary:</b>	Governance Officer
<b>Quorum:</b>	Majority

## SENATE COMMITTEE ON CURRICULUM AND CALENDAR (SCCC)

**Purpose:** The SCCC works closely with the Office of the Registrar to ensure the internal consistency, clarity and integrity of both the Undergraduate and Graduate Calendars.

### **Terms of Reference**

1. The SCCC serves as a working group to support academic Programs and academic administrative departments in the preparation of Calendar content that is clear and concise, and that is consistent with the current language, style and Regulations in the Calendar(s).
2. The SCCC reviews, advises and makes recommendations to Programs, academic administrative departments and to Senate, with respect to the presentation and language of Calendar content.
3. Any proposed revisions or new Calendar content that requires Senate approval, must be reviewed by the SCCC prior to being presented to a Chairs and College Council for approval. Exceptions to the order can be discussed with the Chair of SCCC.

### **Membership:**

President (ex officio)

- Four faculty members appointed by Senate, at least two of whom should be Faculty Senators. A principle of disciplinary representation should be considered in the selection of faculty representatives
- One Student Senator
- Up to two additional Members appointed by Senate, who may be members of faculty or the academic administrative staff.

Registrar - Secretary of Senate (non-voting)

Registrar Services Officer (Curriculum, Calendar & Credentials) (non-voting)

**Chair:** Committee Member elected annually by and from the membership

**Recording Secretary:** Registrar Services Officer – or administrative support position assigned by the Office of the

**Committee Secretary:** Registrar and Secretary of Senate

**Quorum:** Majority

**Reporting Month:**

## SENATE COMMITTEE ON ADMISSIONS AND DEGREES (SCAD)

### Terms of Reference:

- To consider and review admission and admission standards to the University and to programs of study, in consultation with the academic community as appropriate, and to make recommendations to Senate.
- To examine and rule upon applications for articulation, transfer credit and admission which is not clearly resolvable under existing University policies and/or regulations.
- To receive, in advance of each convocation, recommendations for the conferral of degrees, diplomas and certificates; for recommendation to Senate.
- Upon request by the applicant, to reconsider admission or readmission cases as appropriate.

### Membership:

President (*ex officio*) only when meeting as the Degree Committee

Four Faculty Members\*

\*Ideally, representing different Faculties and at one from a professional program

Two persons appointed by the Registrar

Two Students, including:

- a) a graduate student
- b) an undergraduate student

Secretary of Senate (non-voting)

When meeting as the Degree Committee, added to the membership are: The President, Faculty Deans, and Vice President, Research.

<b>Chair:</b>	Elected in October by and from the membership.
<b>Committee Secretary:</b>	One of the "Two persons appointed by the Registrar," to be determined by the Committee members
<b>Recording Secretary:</b>	Governance Officer
<b>Quorum:</b>	Majority, including at least one student and two faculty members and, when meeting as the Degree Committee, the Deans or acting Deans
<b>Reporting Month:</b>	September

## SENATE COMMITTEE ON ACADEMIC AFFAIRS (SCAAF)

### Terms of Reference:

- To be responsible for advising Senate on academic planning at UNBC.
- To consider and make recommendations to Senate on new undergraduate and graduate programs and major modifications to existing undergraduate and graduate programs.
- To consider and make recommendations to Senate on course additions or deletions.
- To consider and make recommendations to Senate on new and revised Undergraduate and Graduate Academic Regulations.
- To review periodically the activities of the Centre for Teaching, Learning and Technology and make recommendations on the Centre to Senate and to address any other Senate related teaching matter.
- To be responsible for the development and implementation of a program review process, and to make recommendations to Senate relating to the outcome of reviews.
- To review, for approval or recommendation as appropriate, affiliation agreements with other institutions.
- To advise Senate on matters of importance to the regional nature of UNBC and to inform the University community, through Senate, of the regional mandate of the institution.
- To facilitate and maintain relationships with other post-secondary institutions within Canada.
- To advise Senate on inter-institutional arrangements within Canada, with the exception of the protocol and affiliation agreements between UNBC and First Nations and Aboriginal communities and educational institutions for which responsibility is assigned to the Senate Committee on First Nations and Aboriginal Peoples (SCFNAP).
- To review and make recommendations to Senate on existing undergraduate and graduate programs for purposes of assessment and possible expansion, curtailment, or discontinuance.
- To recommend to Senate graduate courses which are cross-listed with undergraduate courses.
- To advise on enrolment management issues.
- To consider and advise Senate on matters relating to the internationalization of the University community.
- To facilitate the development of academic agreements between UNBC and various international partners.
- To review and advise Senate on current international agreements and exchanges and make recommendations regarding their renewal.
- To approve, in exceptional and extraordinary circumstances, external international proposals; and to report to Senate as soon as practicable such approvals and the justification for them.
- To review from time to time the operation of the Library, for report to Senate.
- To establish policies regarding the conservation of heritage objects and collections that are owned by or in the possession of the university or any of its faculties, divisions, departments or other agencies.
- To advise Senate on all matters concerning undergraduate and graduate research and research policy at the University
- To recommend to Senate the establishment of Research Chairs

### Membership:

President (*ex officio*)

Provost (Chair)

Vice President, Research (Vice Chair)

Vice Provost, Indigenous Initiatives

University Librarian

Three Faculty Deans

Four Faculty Senators

Four Faculty Members (all who may be Senators), including:

- a) Two Faculty Members (representing the two Faculties not currently represented by the sitting Deans on the committee)

\*Ideally, from the eight faculty positions there will be faculty representation from each of the five Faculties, professional programs and the regions.

Students (all who may be Senators), including:

- a) Graduate Student
- b) Graduate Student
- c) Undergraduate Student
- d) Undergraduate Student

One Lay Senator

One Regional Representative

Director, Business Services and Continuing Studies

Director, International Education

Director, Centre for Teaching, Learning and Technology

Secretary of Senate (non-voting)

<b>Chair:</b>	Provost
<b>Committee and Recording Secretary:</b>	Governance Officer
<b>Quorum:</b>	Majority, including at least two students
<b>Reporting Month:</b>	September
<b>Sub-Committees:</b>	SCAAF Art Acquisition Subcommittee

## SCAAF ART ACQUISITION SUBCOMMITTEE (SAAS)

The mandate of the SCAAF Art Acquisition Subcommittee is:

- To provide support, direction and advice to the University community, Senate, and the President on collecting significant and educational artworks including issues that might impact a proposed artwork acquisition; including budgetary implications, conservation needs, appraisal and space requirements;
- To review and monitor the growth and relevance of the University's Artwork Collections as it pertains to the research needs of the University community;
- To develop appropriate relationships with persons whose expertise is relevant to the objects in the collection;
- To review and facilitate the de-accessioning process.

### Membership:

All members of the committee are selected in consultation with the Chair of the committee. The committee membership is:

- a) Two faculty members who are knowledgeable in archaeology, visual arts, archives or heritage conservation;
- b) One faculty member with a broad interest in the arts;
- c) One UNBC faculty member from the UNBC Arts Council.

### Others that may serve on the Art Acquisition Subcommittee include:

- d) Ad hoc experts (including local and regional curators) as needed to assess an acquisition being considered by the University.

<b>Chair:</b>	One of the four faculty members of the Committee, selected by and from the members of the Committee
<b>Committee Secretary:</b>	Archivist
<b>Recording Secretary:</b>	Assistant Archivist
<b>Quorum:</b>	Majority
<b>Reporting Month:</b>	June, to SCAAF

## SENATE COMMITTEE ON FIRST NATIONS AND ABORIGINAL PEOPLES (SCFNAP)

### Terms of Reference:

- To review and consider, and to advise or make recommendations to Senate with respect to:
- Indigenization initiatives that are relevant to, or impact academic planning, academic programming, academic support services or aboriginal students;
- Development, revision and approval of undergraduate and graduate course offerings and content relating to First Nations and Aboriginal Peoples;
- Terms of scholarships and bursaries for Aboriginal Students;
- Admissions and recruitment initiatives specifically developed for Aboriginal Students, and;
- Agreements or MOUS with educational institutions that contain specific academic commitments or offerings relevant to SCFNAP's scope of work.

The Committee may seek input, advice and expertise both within and outside of the University Community, on a regular or ad hoc basis, as the Committee deems appropriate to effectively fulfill its role.

### Membership (10):

President or designate (*ex-officio* – *University Act, s. 63(c)*)  
Vice Provost, Indigenous Initiatives (Chair)  
Chair of the Department of First Nations Studies  
Manager, Aboriginal Student Engagement  
One Aboriginal Graduate Student, appointed by Senate  
One Aboriginal Undergraduate Student, appointed by Senate  
One Senator, appointed by Senate  
Representative of the WWN  
Two additional Faculty Members with knowledge, interest and expertise relevant to the work of SCFNAP.

<b>Chair:</b>	Vice Provost, Indigenous Initiatives
<b>Committee Secretary:</b>	University Registrar and Secretary to Senate
<b>Recording Secretary:</b>	Governance Officer
<b>Quorum:</b>	Majority
<b>Reporting Month:</b>	April
<b>Meeting Schedule:</b>	Monthly



## SENATE COMMITTEE ON HONORARY DEGREES AND OTHER FORMS OF SPECIAL RECOGNITION

### Terms of Reference:

1. To review, advise or make recommendations to Senate with respect to the following:
  - (a) candidates for Honorary Degrees, other forms of special recognition and additions to the list of Convocation;
  - (b) changes to the criteria, qualifications and the process for awarding honorary degrees or for making additions to the convocation roll, and;
  - (c) other matters concerning forms of special recognition within the scope and jurisdiction of Senate, such as Professor Emeritus, UNBC Senate Student Leadership Award, and other similar types of recognition.
2. To receive from the Board on behalf of Senate and to provide feedback to the Board on Chancellor Nomination Procedures.
3. To receive in confidence from and to provide feedback to, the Chancellor Nomination Committee on shortlisted nominees in accordance with the approved Chancellor Nomination Procedures.

### Membership:

President (Chair)  
Chancellor  
Provost  
Vice President, Research  
Vice President, Advancement  
Three Faculty Senators  
One Student Senator  
One Lay Senator, a member of the Alumni Council  
Secretary of Senate (non-voting)

<b>Chair:</b>	President
<b>Committee Secretary:</b>	University Registrar as Secretary of Senate
<b>Recording Secretary:</b>	Ceremonies and Protocol Officer
<b>Quorum:</b>	Majority
<b>Reporting Month:</b>	January

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### Terms of Reference:

- To review, approve and report to Senate all new calendar descriptions for university administered award programs and all changes to such programs.
- To recommend to Senate policies for governing the adjudication of awards and to make budgetary recommendations.
- To ensure the integration of award and bursary programs with recruiting.
- To ratify the nominations for all student awards, including scholarships, bursaries, and academic prizes.

### Membership:

President (*ex officio*)  
Vice President, Research & Innovation  
Two Faculty Senators  
Three Faculty Members, considering breadth of representation  
Three Students, including:  
    a) a graduate student  
    b) an undergraduate student  
    c) a student Senator  
One Lay Senator, ideally representing the community  
Development Officer  
Coordinator, Awards and Financial Aid (non-voting)  
Secretary of Senate/University Registrar (non-voting)

**Chair:** Vice President, Research & Innovation

**Committee Secretary:** Coordinator, Awards and Financial Aid

**Recording Secretary:** Awards and Financial Aid Administrator

**Quorum:** Majority

**Reporting Month:** March (Report to SCSB)  
April (Report to Senate)

## SENATE COMMITTEE ON THE UNIVERSITY BUDGET (SCUB)

### Terms of Reference:

This Committee is an advisory Committee to the President and Senate. It is intended to assist the President in the preparation of the university budget by meeting with senior university officials, reviewing budgetary submissions and issues with them, and submitting recommendations to the President prior to the tabling of the annual budget with Senate. The committee should then advise Senate on the proposed university budget as submitted by the President and make recommendations, if any, to Senate.

- To be provided with information on the operating and capital funds of the University including confidential materials upon request.
- To recommend and assist in the development of consultative procedures for input by faculty, staff, students and other interested parties on the setting of the University budget.
- To review funding issues related to academic and administrative units, both as referred to the Committee by Senate and at the initiative of the Committee, and to report to Senate on such reviews.

### Membership:

Four Faculty Members, including:

- a) two faculty Senators
- b) one from a professional program

Three Students, including:

- a) a graduate student
- b) an undergraduate student
- c) a student Senator

One CUPE Staff Representative, appointed by CUPE

One Faculty Association Representative, appointed by the Faculty Association

<b>Chair:</b>	A member of Senate elected annually in October by and from the members of the Committee
<b>Committee Secretary:</b>	Associate Vice President Financial Services
<b>Recording Secretary:</b>	Governance Officer
<b>Quorum:</b>	Majority
<b>Reporting Month:</b>	March

## SENATE COMMITTEE ON STUDENT APPEALS (SCA)

### Background and Purpose:

The University Act of British Columbia [RSBC 1996] c. 468, grants Senate the power:

37(1) (v) to establish a standing committee of final appeal for students in matters of academic discipline.

And, provides at s. 61 **suspension of a student**

61(1) The president has the power to suspend and deal summarily with any matter of student discipline.

(2) On the exercise of that power, the president must promptly report the action to the standing committee established under section 37(1)(v) with a statement of his or her reasons

(3) The action of the president is final and subject in all cases to an appeal to the senate.

### Terms of Reference:

- On behalf of Senate, to review and rule on all final appeals from students with respect to:
  - Matters involving academic discipline and standing, and;
  - Matters involving non-academic conduct resulting in suspension.
- To periodically review and provide feedback and recommendations to Senate with respect to University Policies, Procedures and Calendar Regulations, dealing with Student Academic and Non-Academic Conduct and Appeals.

### Membership:

Eight (8) voting members appointed by Senate:

- (i) Five (5) faculty members, including:
  - a) One faculty member, ideally, from each of the five Faculties, at least three of whom should be Senators, and at least one of whom should be from a professional program
- (ii) Three (3) students, including:
  - a) One graduate student Senator
  - b) One undergraduate student Senator
  - c) One Student at Large (who may also be a student Senator), and who ideally is an Aboriginal student

Chair: A Member of Senate elected annually in October by and from among the members of the Committee.

Committee Secretary: Secretary of Senate

Recording Secretary: Governance Officer

Quorum: Majority, including at least two Faculty Members and one Student

Reporting Month: October