
Type:	B – Educational (Senate)	Last Approved:	Dec. 2, 2010
Executive Responsibility:	President & Vice-Chancellor	Next Review:	Feb., 2015
Administrative Responsibility:	Registrar & Director of Enrolment Services	Policy:	91.01

STATEMENT:

Presentations to Senate

A period of time will be set aside at each regular meeting of Senate and any person or group may speak to an issue. In addition, at the request of a person or group or on the decision of the Chair, presentations may be made at an in-camera meeting of Senate.

Written briefs should be in the hands of the Administrative Coordinator, Senate at least seven business days prior to a regular meeting in order to be included on the agenda of that meeting.

Every effort will be made by Senate, through the Chair, to provide answers if called for in a presentation. If no advance notice of the subject matter has been submitted, the Chair will reserve the right to refer the questions to University Administration for preparation of a written response.

Fifteen minutes will be allotted for scheduled presentations. Five minutes will be allotted for unscheduled presentations.

Matters for Senate Consideration

All matters coming before Senate should be in the hands of the Administrative Coordinator of Senate at least ten working days prior to a regular meeting. The Administrative Coordinator, under the direction of the Secretary to Senate, will review the matter and evaluate whether the matter should be referred directly to a standing committee of Senate, the Chair of Senate for advice, or directly to a Senate agenda. The Administrative Coordinator will track all referrals, ensure there is no unintentional overlap between Committees, seek status updates from Standing Committee chairs as and when necessary, and ensure the timely inclusion on a future Senate agenda.

Senators may request a matter be included on a future Senate agenda by declaration at a meeting under the “Future Agenda Items” section of the agenda. The topic will then be added to the next available agenda. All documentation pertaining to the matter for inclusion in the agenda should be in the hands of the Administrative Coordinator of Senate at least ten working days prior to the meeting for which it is scheduled.