



**Senate Operations Review Committee  
Report to Senate and Notice of Motion**  
Senate Meeting of January 14, 2013

The Senate Operations Review Committee met with Senator Berkok on December 6, 2012 who provided a review of the rationale for several items of referral from Senate. Senator Berkok stated that his rationale for the motion regarding the Order of Business was to ensure that all items requiring approval were addressed before questions to Senate.

**Order of Business**

SORC considered the referral from the October 28 meeting of Senate that Section VII of the Rules of Procedure be amended to move Question Period below Motions in the agenda. This change would ensure that the substantive business of the governance body is completed in the time allocated for the meeting and with sufficient opportunity to discuss and debate.

<b>Current</b>	<b>Proposed</b>
<p><b>7. Order of Business</b></p> <p>At each regular meeting, the business shall be presented in the following order:</p> <p>Opening Session Question Period Reports of Committees Reports of Faculties and Schools Motions Communications Matters Referred to Standing Committees Other Business Closed Session</p>	<p><b>7. Order of Business</b></p> <p>At each regular meeting, the business shall be presented in the following order:</p> <p>Opening Session Committee Motions and Reports Reports of Faculties and Schools Motions <b>other than from Standing Committees</b> Question Period Communications Matters Referred to Standing Committees Other Business Closed Session</p>

**Notice of Motion:** To be presented to the Senate at its February meeting

**It is moved that Section 7 of the Senate Rules of Procedure be amended so that Question Period follows Motions in the Order of Business and that Reports of Committees be changed to Committee Motions and Reports.**

**May Senate Meeting**

SORC discussed the referral regarding the need for the May meeting of Senate and the results of the recent poll of Senators as to whether the May meeting ought to be retained, cancelled or converted to an “as required only” basis. In an on-line survey conducted by the University Secretariat, 87% (45 of 52 respondents) stated they would be in favor of “having a May meeting on a required only basis”.

**May Meeting on a Required Only Basis:**

Response	Chart	Percentage	Count
Yes		87%	45
No		13%	7
<b>Total Responses</b>			<b>52</b>

SORC recommends that the Agenda Committee continue to schedule a date for the May meeting so that the May date may be reserved in Senators’ calendars, but notify members of Senate when it is clear that the meeting is not required.

SORC also recommends removing the reference to the 4<sup>th</sup> Tuesday of each month and to simply have the Rules of Procedure reflect a monthly meeting to allow for greater flexibility to accommodate holidays, examinations and other events which may affect Senate attendance.

**Notice of Motion:** To be presented to the Senate at its February meeting

**It is moved that Section 1 of the Senate Rules of Procedure be amended to provide that Regular Meetings of the Senate be scheduled from September to November and from January to April, inclusive, with the May meeting to take place only if required on the call of the Principal.**

<b>Current</b>	<b>Proposed</b>
<p><b>1. Regular Meetings</b></p> <p>The regular monthly meeting of the Senate shall normally be held at 3:30 p.m. on the fourth Tuesday in each month from September to May inclusive, unless otherwise ordered by special motion, or by the Principal. The schedule of dates is approved at the September meeting.</p>	<p><b>1. Regular Meetings</b></p> <p>The regular monthly meeting of the Senate shall normally be held monthly from <b>September to November and January to April inclusive</b>, unless otherwise ordered by special motion, or by the Principal. The schedule of dates is approved at the September meeting <b>which will include a May meeting on an “as required” basis, the necessity of which is to be determined by the Principal no later than two weeks prior to the scheduled date.</b></p>

## **Proxies**

On referral from the October 28, 2012 meeting, SORC considered the matter of proxies at its December 6<sup>th</sup> meeting. Members were provided with an information sheet on proxies which had questions to review when considering proxies and the definition of different types of proxies. Questions considered were:

1. Are proxies counted in the quorum and how?
2. Will the proxy be a general proxy or a limited proxy?
3. Who is in charge of validating the proxy?
4. What is the procedure for counting the proxies with voting members present?
5. What is the form of the proxy?
6. Do we really need proxy voting?
7. Is the proxy valid for one meeting, or does it expire after a specific length of time?
8. Is the proxy revocable?
9. Can this method of voting put control of decisions into the hands of a very few people?
10. How many proxies can one person hold?
11. Who can hold your proxy?

As may be ascertained from the questions above, the matter of assigning proxies is complicated and requires a significant degree of oversight and due diligence to ensure that procedural fairness is maintained. As well, the function of Senate was a key consideration. It was determined that Senate is primarily a participatory rather than a representational body. The excerpt below distinguishes between participation and representation:

Excerpts from the Report of the Joint Nominating Operations Review Committee:

### **Senate Membership**

The first principle of Senate membership is 'participation' as opposed to 'representation'. Members of the Senate bring to that body and its deliberations, experience, knowledge, and critical and practical abilities; this combination will enable the Senate to develop, coordinate and integrate wise academic policies for the University.”

Source: <http://www.queensu.ca/secretariat/senate/history/development.html>

It was determined that SORC would not recommend any changes to Senate regarding the current Section 16 of the Rules of Procedure, which states that proxies are not permissible.

## **Duration and Start Time of Meetings**

SORC considered the matter of the duration and time of meetings and after discussion and review of the survey results conducted with Senate in November 2012, they recommend that there be no change to the 2 hour meeting or the start time of 3:30. The current Rules of Procedure (Section 10) allow that any meeting may be extended by vote in favour by 2/3rds of members in attendance. It was felt that an earlier time slot would potentially conflict with more teaching/class time schedules.

The results of the survey were as follows:

**Duration:**

Response	Chart	Percentage	Count
2 hours		69%	36
2.5 hours		21%	11
3 hours		10%	5
<b>Total Responses</b>			<b>52</b>

**Start Time:**

Response	Chart	Percentage	Count
9:30 a.m.		20%	10
12:30 p.m.		4%	2
2:30 p.m.		41%	21
3:30 p.m.		35%	18
<b>Total Responses</b>			<b>51</b>

**Reports to Senate**

SORC considered the following referrals from Senate at its January 8, 2013 meeting:

- a. That the Principal and Provost reports be included, in writing, along with the release of the Senate given the dynamic nature of the work of the Provost and Principal the written reports are now standard practice, there was concern expressed with limiting the time in the rules of procedure.
- b. That the Principal and Provost use their oral reports at Senate to highlight only key elements of their written reports, and update Senate on any crucial proceedings that occurred between the release of the agenda and the Senate meeting. Oral updates are to be limited to ten minutes each.
- c. That any other reports, presentations, or information items be included along with the release of the agenda if they are available by the agenda submission deadline.

SORC does not recommend limiting the oral reports by the Principal and Provost. However, reports and information to Senate should normally arrive in written format provided they are available by the agenda submission deadline. It was felt that requiring presentations prior to the meeting would be problematic as there could be a misunderstanding prior to the meeting of the meaning of slides without the oral presentation. However, the slides should be appended to the minutes of the meeting.

However, under Section 25 of the Rules of Procedure, SORC recommends the following revision:

Current	Proposed
<p><b>Reports:</b></p> <ol style="list-style-type: none"> <li>1. When a mandatory report to Senate other than from a Senate committee is received by the Secretariat it shall be directed at once to the appropriate standing committee. If no appropriate committee exists, then the report shall be submitted to the Senate.</li> <li>2. At the next Senate meeting the receipt and referral of the report to a standing committee shall be communicated to Senate under Matters Referred to Standing Committees. At the same time Senators should be informed where they can obtain access to a copy of the report.</li> <li>3. At the next Senate meeting following the one at which receipt of the report was communicated to Senate, the chair of the responsible standing committee shall indicate to Senate the disposition of the report as: approved by the committee; referred to Senate; or still under consideration, in which case the date at which the final disposition of the report will be made known to Senate should be indicated.</li> <li>4. Reports from Senate committees shall be delivered to the Secretariat in time to be provided to each member of the Senate at least 48 hours before the Senate meeting at which the report is to be considered. If copies are not in the hands of members by this time, the report shall not be proceeded with, except with the consent of two-thirds of the members of the Senate present.</li> </ol>	<p><b>Reports:</b></p> <ol style="list-style-type: none"> <li>1. When a mandatory report to Senate other than from a Senate committee is received by the Secretariat it shall be directed at once to the appropriate standing committee. If no appropriate committee exists, then the report shall be submitted to the Senate.</li> <li>2. At the next Senate meeting the receipt and referral of the report to a standing committee shall be communicated to Senate under Matters Referred to Standing Committees. At the same time Senators should be informed where they can obtain access to a copy of the report.</li> <li>3. At the next Senate meeting following the one at which receipt of the report was communicated to Senate, the chair of the responsible standing committee shall indicate to Senate the disposition of the report as: approved by the committee; referred to Senate; or still under consideration, in which case the date at which the final disposition of the report will be made known to Senate should be indicated.</li> <li>4. Reports from Senate committees shall be delivered to the Secretariat in time to be provided to each member of the Senate at least 48 hours before the Senate meeting at which the report is to be considered. If copies are not in the hands of members by this time, the report shall not be proceeded with, except with the consent of two-thirds of the members of the Senate present.</li> <li>5. All other reports and communications shall normally be provided in writing to Senate in order that they are included with the Agenda.</li> </ol>

**Notice of Motion:** To be presented to the Senate at its February meeting

**It is moved that Section 25 the Senate Rules of Procedure be amended to include the statement that all reports and communications shall normally be provided in writing to be included with the Senate agenda.**

Respectfully submitted,

L. Colgan, Chair, Senate Operations Review Committee

Committee Members: S. Elliott; P. Hart; P. Martin; M. Scribner; B. Yang