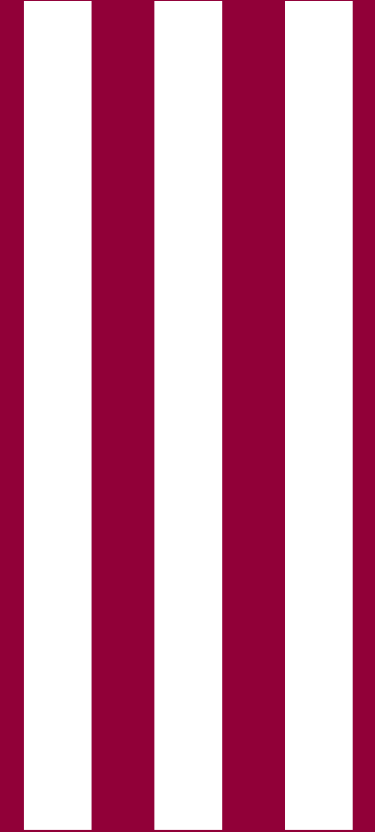


# SENATE ORIENTATION

Dr. Lee Ann McKivor  
University Registrar  
and Interim Secretary of Senate

September 5 & 9, 2024





# Agenda

Introductions

Memorial University Act

Bicameralism – Senate & Board of Regents

Duties and Powers of Senate

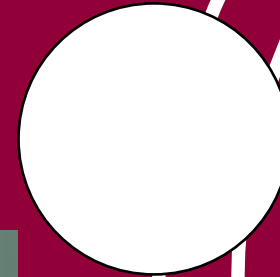
Structure

Meetings, Procedures, and Rules of Order

Responsibilities of Senators

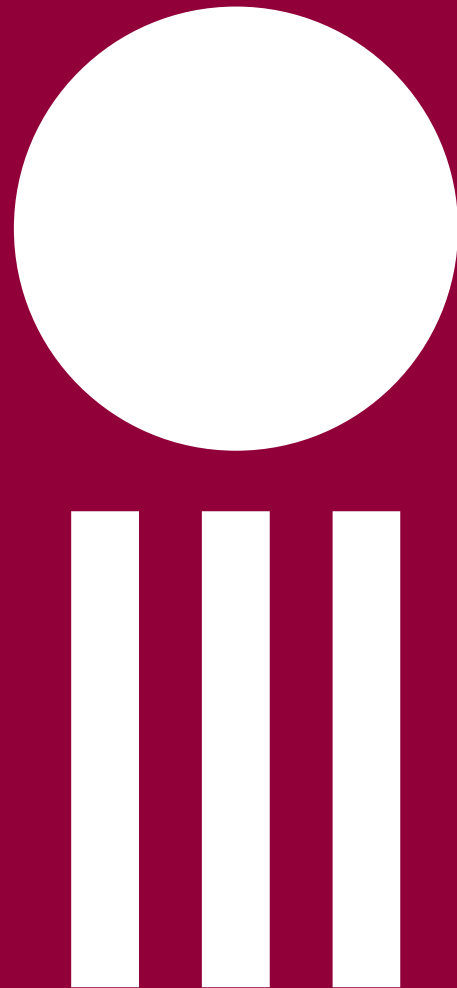
Questions

# INTRODUCTIONS



# MEMORIAL UNIVERSITY ACT

<https://assembly.nl.ca/Legislation/sr/statutes/m07.htm>



1. *An Act Respecting Memorial University of Newfoundland*, RSNL 1990 c. M-7.
2. Specifies the role, responsibilities, structure, and other administrative and governance elements of the province's only university.
3. The jurisdiction of the Act is above that of both Senate and the Board of Regents, and applies to the whole university, inclusive of all campuses.
4. The *Act* determines many aspects of the Senate's operations, including its membership, procedure, scope of power, and chairperson.
5. The *Act* empowers Senate to act on "all matters of academic character," with some restrictions; e.g. Senate cannot "take an action that imposes financial obligation or liability on the University."

# BICAMERALISM

## Senate & Board of Regents

1. Like many Canadian universities, Memorial has a Senate that oversees academic affairs and a Board of Regents that oversees the management, administration, property and business affairs of the University.
2. While the two “chambers” are largely independent, Senate often provides advice to the Board of Regents on:
  - Administrative policies on teaching, learning, and research
  - Establishment and termination of academic units/councils
  - Establishment of scholarships, fellowships, etc.
  - Affiliation with other institutions
  - Long-range strategic and campus planning

# DUTIES AND POWERS

1. Section 56 of the *Memorial University Act* outlines the duties and powers of Senate, which include:
  - Admission, continuance, and graduation requirements
  - Academic standards, policies, and procedures
  - Recommending to Board: Conditions for awarding of scholarships, bursaries, fellowships and prizes
  - Standards for examination
  - Approval of both general regulations and unit-specific regulations
  - ... *and more!*
2. Delegation of Authority & Standing Committees:
  - Senate can establish committees to address regular business in a timely and efficient manner.
  - These committees exercise the powers of or make recommendations to Senate.

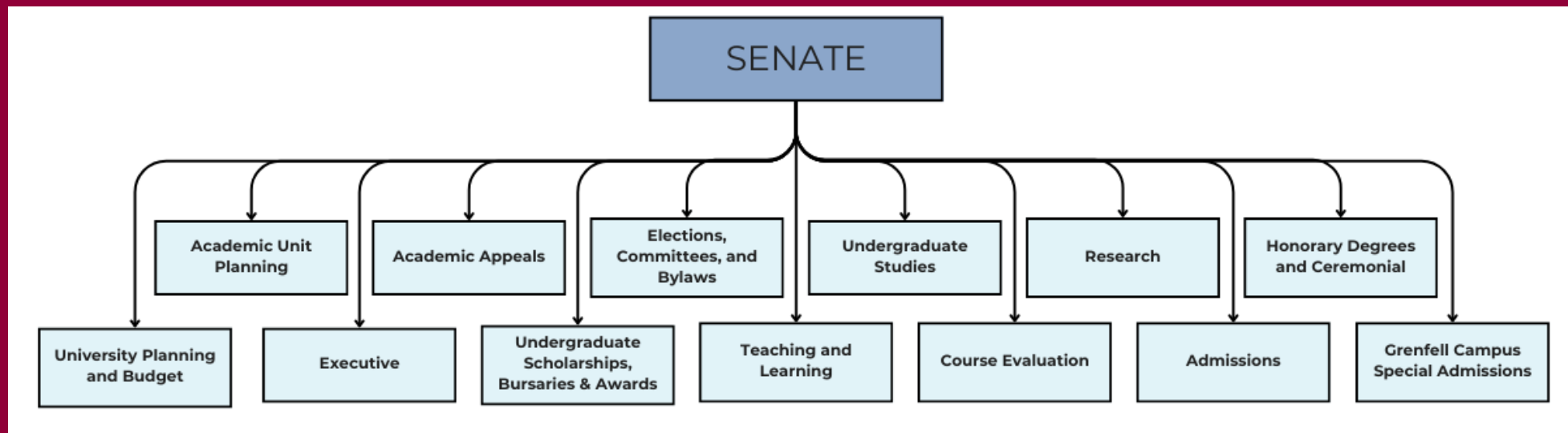
See the Senate bylaws for more information:

*[mun.ca/senate/about-senate/handbook-of-bylaws-and-procedures](http://mun.ca/senate/about-senate/handbook-of-bylaws-and-procedures)*

# STRUCTURE

## Standing Committees of Senate

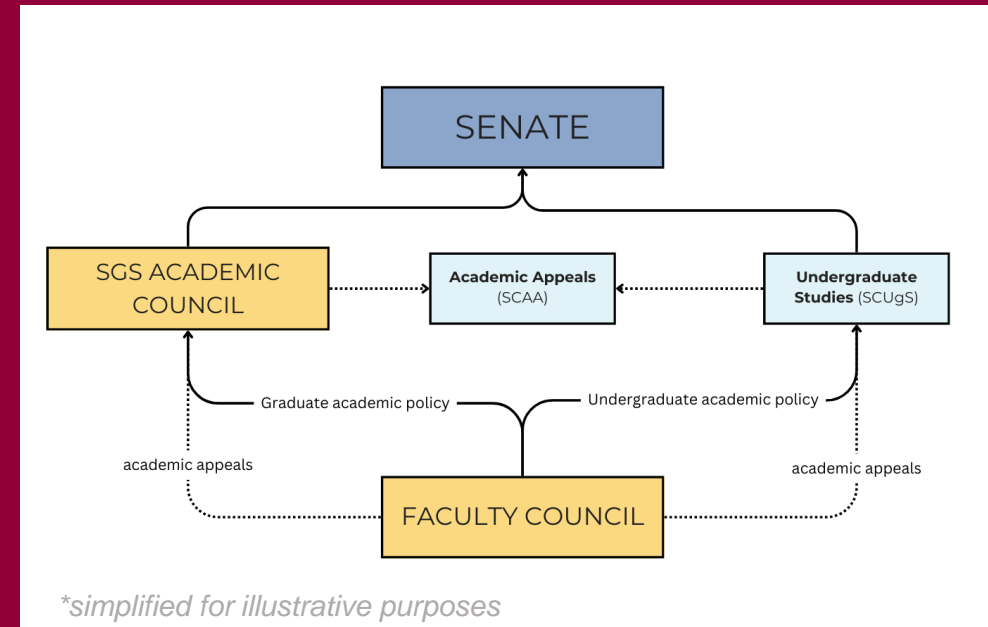
1. There are currently 13 Standing Committees of Senate that are charged with dealing with the business of Senate and reporting back. This happens in three main ways:
  - Recommendation for action → to be approved by Senate
  - Approved with delegated authority → report to Senate for information
  - Reports for information only



# STRUCTURE

## Academic Councils & School of Graduate Studies

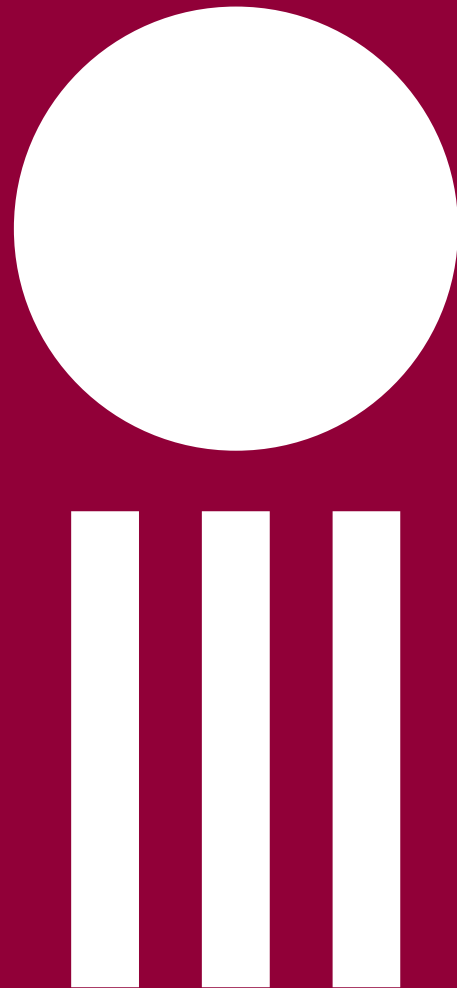
1. Each academic unit has an academic council that is largely independent from Senate.
2. Constitutions for academic councils are set by the Board of Regents with some autonomy; every Academic Council is different and has different procedures.
3. Senate has a **Senate Committee on Undergraduate Studies** (“SCUgS”), but there is no Senate Committee on Graduate Studies. Instead, the **Academic Council of the School of Graduate Studies** (“SGS”) reports directly to the Senate.
4. Proposals regarding academic policy flow through either SCUgS or SGS for recommendation on to Senate.
5. Academic appeals flow through SCUgS and SGS, and the Senate Committee on Academic Appeals is the final level of appeal for both Graduates and Undergraduates.



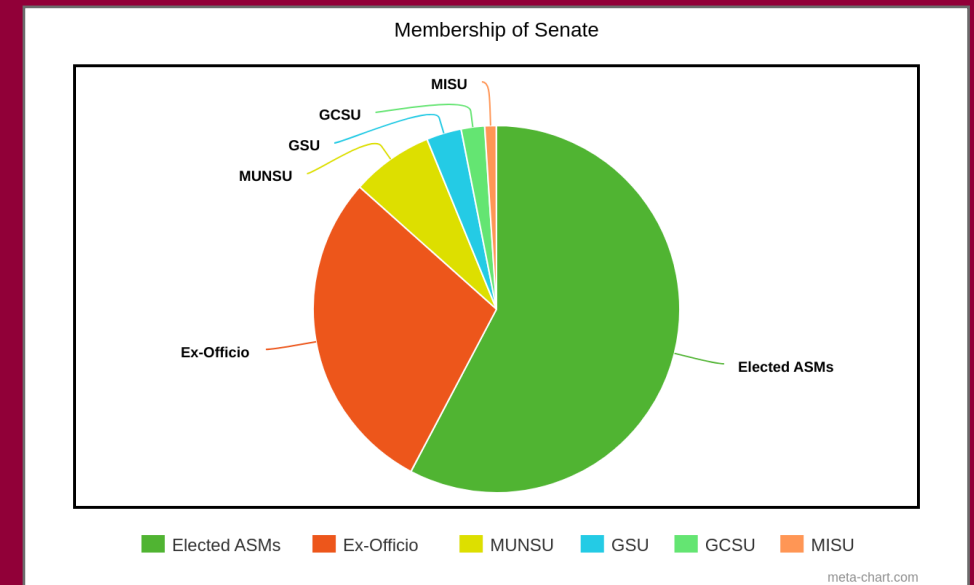


# STRUCTURE

## Members of Senate



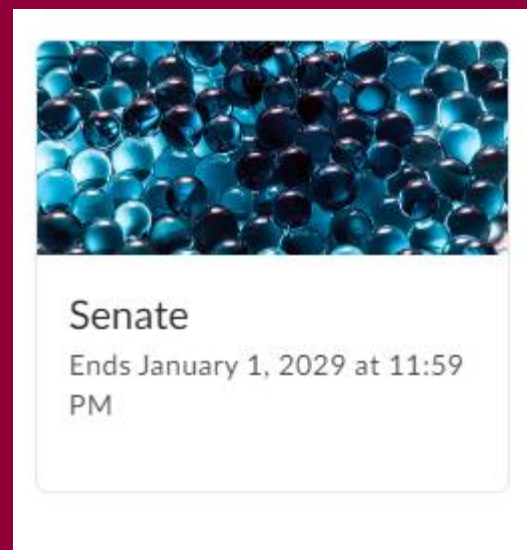
1. The MUN Act outlines the membership of Senate
2. Ex-officio members are part of Senate by virtue of their office, and include the President, the Deans of the Faculties and Schools, and more.
3. Elected ASMs make up the majority of the Senate.
4. Students hold 13 seats, divided between the four Students' Unions.



# MEETINGS, PROCEDURES, and RULES OF ORDER

1. Senate normally meets monthly from September to May.
  - Second Tuesday of each month, 4:00-6:00 pm NT (3:30 in Labrador).
  - Meetings are held via WebEx, with possibility for in-person/hybrid meetings.
  - Observers are permitted to attend upon request.
2. Agendas are available online through the senate webpages (memorial senate>meetings and minutes>2001-current). In-camera agendas are posted on the Senate Brightspace shell.
  - All Senators are given access to the shell upon their election.
  - If you have trouble accessing Brightspace, contact [senate@mun.ca](mailto:senate@mun.ca).

[Log In | MUN Login](#)



Senate  
Ends January 1, 2029 at 11:59 PM  
MUN

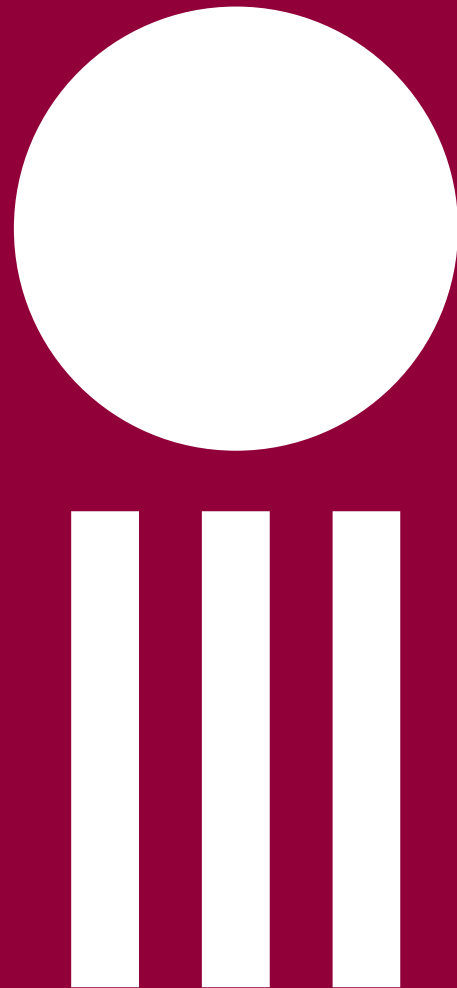
# MEETINGS, PROCEDURES, and RULES OF ORDER

## Senate Agendas

1. The agendas for meetings of Senate are approved by the Senate Executive Committee, which meets on the last Thursday of each month.
2. If you would like to add something to the Senate agenda, it should normally be sent to [senate@mun.ca](mailto:senate@mun.ca) as much in advance as possible (it may also be that your item is routed through a standing committee).
3. The dates and deadlines for submission of materials for the Senate agenda are available on the Senate website: [mun.ca/senate/senate-meetings-and-minutes/](http://mun.ca/senate/senate-meetings-and-minutes/)

# MEETINGS, PROCEDURES, and RULES OF ORDER

Roberts' Rules of Order



1. Senate recently adopted Roberts' Rules of Order Newly Revised ("RONR") as its chief parliamentary authority.
2. RONR is a complex system designed to increase the efficiency of bodies like Senate.
3. RONR is used as a guideline, with the intention that Senate meetings remain accessible to all.
4. If you have questions about the Rules, contact [senate@mun.ca](mailto:senate@mun.ca).

For more information:

*[robertsrules.com](http://robertsrules.com)*



# RESPONSIBILITIES

1. Attend meetings
2. Be prepared
  - Read the agenda package in advance of the meeting
  - Educate yourself on the issues
  - Consider points of discussion you may wish to raise
  - Seek input from your constituents
3. Ask questions
  - The Senate office can answer questions via [senate@mun.ca](mailto:senate@mun.ca)
  - Ask questions of administrators
  - Consult with colleagues and peers
  - Seek input from constituents
  - Read minutes of previous meetings



# RESPONSIBILITIES

4. Participate fully
  - Speak and ask questions
  - Consider proposing motions (the Senate office can assist if needed)
  - Vote on motions
  - Participate on committees
  - Communicate with constituents after Senate meetings
5. Familiarize yourself with the bylaws and rules of order, and follow the guidance for successful WebEx meetings.



**Questions?**

