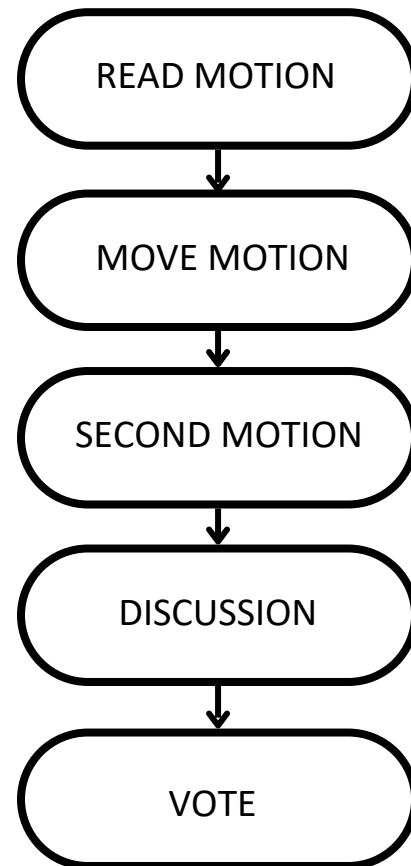




# GENERAL SENATE MEETING PROCEDURES

## Robert's Rules of Order



In September 2023, MUN's Senate adopted **Robert's Rules of Order**. These rules affect the ways by which Senate makes its decisions. This flowchart outlines the basic order of business according to Robert's Rules.

## Glossary of Terms

**SPEAKER:** an individual elected by Senate to act on behalf of the Chair to maintain the orderly flow of meetings.

**MOTION:** an action to be taken by Senate. All actions of Senate are initiated through Motions, of which there are many kinds. Any Senator can make a motion when recognized by the Speaker.

**SECOND:** when a motion is made, if needed, the Speaker will request a "Second" or "Secunder." Seconding a motion allows it to be brought to the floor for discussion.

**DISCUSSION:** when a motion has been duly moved and seconded, the Speaker will open the floor for discussion. Members can raise their hands to be added to the speakers' list and will be recognized in order.

**AMENDMENT:** when a member would like to see a change in the action proposed by the main motion, they may move an amendment. This amendment must be in the same spirit as the main motion.

**FRIENDLY AMENDMENT:** when the mover and seconder both consent, an amendment may be adopted without separate discussion and vote. Any Senator may object, which will move the amendment to a vote.

**VOTE:** when the speakers' list is exhausted, the Speaker will call for a vote. Motions typically require either 1/2 or 2/3 of members to be in support in order to pass.

**CONSENT AGENDA:** Items of business that are regular and that Senate has decided not to discuss and approve individually. Any Senator may request that an item be pulled from the Consent Agenda for discussion.

## Members of Senate

**Chair:** Dr. Neil Bose, President

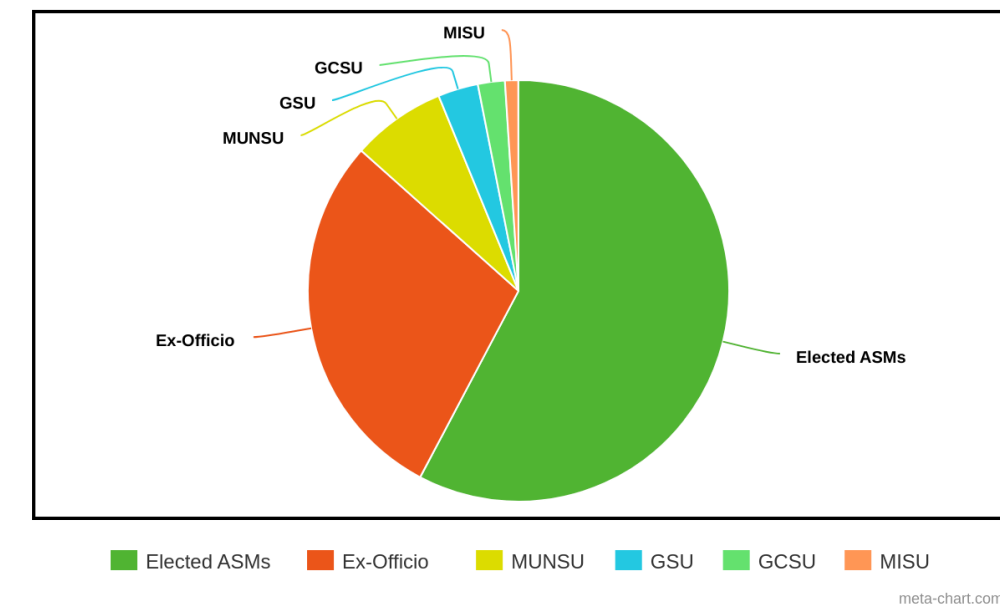
**Vice-Chair:** Dr. Jennifer Lokash, Provost and Vice-president (Academic)

**Speaker:** Dr. Kathryn Simonsen

**Deputy Speaker:** to be elected by Senate

**Secretary:** Dr. Lee Ann McKivior, University Registrar and Interim Secretary of Senate

Membership of Senate



Elections for Senators begin in the Winter semester for terms beginning in September.

Student members are appointed by the four Students' Unions (MUNSU, GSU, GCSU, and MISU) to represent their constituencies.

Questions? Contact [senate@mun.ca](mailto:senate@mun.ca)



## **MEMORIAL UNIVERSITY SENATE**

### **AGENDA**

Date

Time

Location\*

*\*The Senate is currently using  
**Webex** to conduct meetings*

### **Call to Order & Land Acknowledgment**

Once enough Senators are present, the Chair will call the meeting to order, perform the land acknowledgment, and welcome Senators to the meeting. The Chair will then call on the Speaker to lead the rest of the meeting.

### **1.0 Approval of the Agenda**

#### **1.1 Meeting of *DATE***

The agenda must be approved at the beginning of each meeting. At this time, senators may make a motion to amend the agenda as appropriate.

### **2.0 Approval of the Minutes**

#### **2.1 Meeting of *DATE***

The secretary introduces the previous meeting minutes. Senators can then choose to approve or amend the meeting minutes.

Missed the previous meeting? You can still approve the minutes!

Your approval of the minutes does not imply that you attended the meeting in question. It simply means that you trust the secretary's record of the business of Senate.

### **3.0 Consent Agenda**

#### **1.1 Item A**

#### **1.2 Item B**

#### **1.3 Item C**

A consent agenda is an agenda item that combines several similar, routine business matters.

The purpose of a consent agenda is to combine all matters into one omnibus motion. Discussion of the consent agenda should be limited to whether or not Senate should approve all motions at once.

In order to remove an item from consent agenda and add to new business, a senator must notify the Senate Office at least 24 hours before the senate meeting.

#### **4.0 New Business**

This section can include motions for approval as well as updates and information. The addition of these items was communicated in advance and included in the agenda.

In contrast to the consent agenda, the new business section contains individual items that would each be discussed and voted on separately.

#### **5.0 Reports of Officers**

**5.1 Remarks from the Chair**

**5.2 Questions for the Chair**

**5.3 Remarks from the Deputy Chair**

**5.4 Questions for the Deputy Chair**

Questions should relate to items raised that concern the academic mission or to the points presented in the updates. Recognize that at times certain questions cannot be answered.

#### **6.0 Other Business**

New business that gets introduced at the beginning of the meeting.

Senators may use other business as a time to provide notice of motion for a future meeting or to make brief announcements. New business, including new motions, will not be considered during this part of the meeting.

#### **Adjournment**

When there is no further business, or when the time allotted for the meeting has elapsed, the Chair will seek a motion to adjourn. Once a motion is received, the meeting is adjourned without discussion or vote.