

Policy No.	Officer Responsible		
<b>S2004-04</b>	<b>Senate</b>		
Policy Name			
<b>Senate By-law, Policy and Procedure Committee Mandate and Structure</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>	<b>EC2004-04</b>		<b>2018</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>March 2008</b>	<b>December 2013</b>		

## 1. REPORTING

The Senate By-law, Policy and Procedure Committee (SBPPC) is a standing committee of Senate and makes recommendations to Senate.

## 2. MANDATE

- To advise Senate on needed revisions to policy, by-laws and procedure.
- To advise Senate on matters of academic policy.

## 3. MEMBERSHIP

### The Chair

The Chair will be a member of Senate who is elected by SBPPC for a one-year term. The duties of the Chair are as follows:

- To chair the meetings of SBPPC, to prepare agendas, and to ensure that the recommendations of the SBPPC are taken to Senate.
- To ensure that Senate policies are kept up to date and distributed.

## 4. MEMBERS

The voting members consist of:

- eight members appointed by Senate as follows:
  - Chair of Senate
  - Vice-chair of Senate
  - Six additional members such that the committee membership, excluding the Chair of Senate, includes four faculty members, one staff member, one student and one administrator

### Resource Members

The non-voting members consist of:

- Two additional administrators are invited to sit on the committee as non-voting resource members

### Term of Office

Each member is appointed annually. If vacancies occur, appointments are made to complete the term.

## **5. CONDUCT OF MEETINGS**

### **Schedule**

At least once per month during the Fall and Spring semesters.

### **Quorum**

Four voting members

### **Tie Votes**

In the event of a tie, the Chair may vote to break the tie.

### **Visitors to Meetings**

Meetings are usually open to visitors whom the Chair may recognize to speak to specific issues.