



## **SENATE COMMITTEE ON RULES AND PROCEDURES**

### **Terms of Reference**

#### **1) Mandate and Role of the Committee**

- a) The Senate Committee on Rules and Procedures (the Committee) supports the Senate of the University of Manitoba (the Senate) by considering and recommending, at the request of Senate or any committee thereof, or on its own motion, any matter concerning rules and procedures.

#### **2) Authority**

- a) The Committee is created by and is accountable to the Senate, under the powers provided to the Senate by *The University of Manitoba Act*.

#### **3) Areas of Responsibility**

- a) To consider and make recommendations to Senate on matters related to rules and procedures related to Senate, including but not limited to, meeting rules and bylaws related to membership and the election of Senators.
- b) To initiate the periodic review of Faculty, School and College Council Bylaws;
- c) To review and recommend to Senate revisions to Faculty and College Council Bylaws;
- d) To review and provide advice to Faculties and Colleges with respect to Department Council bylaws;
- e) To consider and make recommendations on questions of rules and procedures as they relate to the Standing Committees of Senate, as may be referred by Senate, a Standing Committee, or the University Secretary.
- f) To report at least annually to the Senate,

#### **4) Composition of Committee**

##### **a) Voting members appointed by the Senate**

- i) Six members of the academic staff who, at the time of appointment or re-appointment, are members of Senate, including at least one member from Health Sciences and one Dean or Director.
- ii) Two students, one undergraduate and one graduate who, at the time of appointment or reappointment, are members of Senate.

##### **b) Resource Persons**

- i) The University Secretary (and/or designate) shall serve as secretary and resource to the Committee.

#### **5) Chair**

- a) The Chair shall be elected by and from the membership of the Committee.

**6) Frequency of Meetings and Annual Work Plan**

- a) The Committee shall schedule four meetings per year.
- b) Additional meetings may be called by the Chair as required.
- c) The Chair and the University Secretary shall develop an annual work plan for the Committee to guide the Committee's work.