

UNIVERSITY OF MANITOBA PROCEDURE

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| Procedure: | RECOMMENDING CANDIDATES FOR HONORARY DEGREES |
| Parent Policy: | Recommending Candidates for Honorary Degrees Policy |
| Effective Date: | October 4, 1975 |
| Revised Date: | November 1, 2013 |
| Review Date: | November 1, 2023 |
| Approving Body: | Senate |
| Authority: | |
| Responsible Executive Officer: | President |
| Delegate: | University Secretary |
| Contact: | University Secretary |
| Application: | Senate Members; All Staff; University Community |

Part I Reason for Procedure

- 1.1 To outline the Procedures to be followed with respect to the establishment and maintenance of a reserve list of approved candidates for honorary degrees.

Part II Procedural Content

Procedures for Electing Candidates for Honorary Degrees

- 2.1 Elections shall be held at a regular or special meeting of Senate for which due notice has been given.
- 2.2 The report of the Senate Committee on Honorary Degrees shall be given in closed session at a time on the agenda to be recommended by the Senate Executive Committee.

- 2.3 The report shall be distributed at the beginning of the closed session. However, documentation on candidates for honorary degrees shall be available in the Office of the University Secretary for examination by members of Senate on a confidential basis on the day prior to the meeting of Senate at which it is to be presented. Notice of this shall be included in the Senate agenda.
- 2.4 There is no limitation on the number of candidates that can be elected.
- 2.5 Voting shall be by secret ballot. Only candidates receiving a two-thirds majority of the number of members of Senate present and voting are placed on the approved list. Following completion of the balloting, materials submitted on behalf of the candidate(s) shall be collected and returned to the University Secretary.
- 2.6 Results of the election are confidential. Minutes of the closed section are not included in the circulated minutes. They appear in the original minutes which are available for inspection in the Office of the University Secretary by members of Senate.
- 2.7 Candidates who have not received an Honorary Degree within ten (10) years of their approval will be removed from the approved list unless the Senate Committee on Honorary Degrees deems it appropriate to retain their name.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Procedure is required.
- 3.2 The University Secretary is responsible for the implementation, administration and review of this Procedure.
- 3.3 Senate members, Staff and the University Community are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is November 1, 2023.
- 4.2 In the interim, this Procedure may be revised or repealed if:
 - (a) the President or Approving Body deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant;
 - (c) the Procedure is now in conflict with another Governing Document; and/or

- (d) the Parent Policy is revised or repealed.

Part V
Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
 - (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VI
Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
 - (a) [Policy: Recommending Candidates for Honorary Degrees;](#)
 - (b) [Honorary Degree Nomination Form;](#) and
 - (c) [Honorary Degree Recipients.](#)