

REQUEST FOR DECISION

Committee Name: Governance Committee, University Council

Date: May 14, 2026

Presented by: Susan Detmer, Chair, Governance Committee

Subject: University Council Rules of Order

MOTION

It is recommended by the Governance Committee to amend the *Council Bylaws and Regulations* such that the most recent edition of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* replaces *Procedures for Meetings and Organizations, Third Edition* by Kerr and King as the parliamentary authority and that various other consequential amendments be made as described in this report, effective July 1, 2026.

SUMMARY

Revisions to the *Council Bylaws and Regulations* require approval by University Council at the recommendation of the Governance Committee of Council. At the March meeting of University Council, the Governance Committee presented notice for the above motion in accordance with the requirement for a 30-day notice period.

This report proposes changes to the *Council Bylaws and Regulations* to address the way meetings are conducted:

- Replacing *Procedures for Meetings and Organizations, Third Edition* by Kerr and King as the parliamentary authority of Council with the most recent edition of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*.
- Various changes to the *Council Bylaws and Regulations* that either a) reflect and further legitimize the current practices of Council in the conduct of its meetings, or b) respond to the changes that result from adopting a new parliamentary authority. ("Parliamentary authority" in this context refers to a resource with rules or guidelines on the conduct of meetings that supplements the bylaws.)

These bylaw amendments are described in this report and are detailed in **Attachment 1**.

To support this change for Council members, a resource has been created to explain the key pieces of this new resource, and this is included in **Attachment 2**. This resource was developed by the Governance Office and has been approved by the Governance Committee.

Since the time of the notice of motion, the Governance Committee received questions from a member of Council regarding the decision making of the committee on this matter and what considerations were factored into this decision making. As a result of these questions, the Governance Committee decided to host an open forum on the matter held both in-person and online, during which the Chair of the Governance Committee presented on the history and principles of this proposal and Council members had the opportunity to ask questions. Additionally, the presentation was shared with Council members who indicated they were interested in attending but were unable to do so.

CONTEXT AND BACKGROUND

The desire to switch parliamentary authorities dates back several years. The current parliamentary authority, *Procedures for Meetings and Organizations, Third Edition* by Kerr and King, is 30 years old, will not be updated, and lacks concrete guidance in different situations.

In January 2025, this issue was reported to the Council Executive Committee to discuss the project at a high level and the general principles being followed in this work (see description of these principles in the section below). In January 2026, there were more concrete proposals to 1) adopt a new parliamentary authority and 2) make certain consequential bylaw amendments. At this time, the Executive Committee emphasized the importance of providing transition support and resources to assist Council members. For information on how this has been addressed, please refer to the “Transition Support and Resources” section below.

Principles of Review

In looking at changing the parliamentary authority, the following principles were used. These principles were first reported to the Executive Committee at its meeting on January 13, 2025.

- 1) *Accessibility*: For example: Is it easily comprehensible for a non-expert audience? Is the resource itself easy to procure?
- 2) *Completeness*: For example: Does the parliamentary authority cover what it needs to, and doesn't cover what it doesn't need to?
- 3) *Relevance*: For example: Does it make sense for our context? Does it cover technology? Will the parliamentary authority be updated?
- 4) *Directive*: For example: Does it provide clear direction in more contentious situations? Or does it merely describe what *could* happen?
- 5) *Adaptability*: For example: Does it work for both routine and more contentious issues? Is there a degree of reasonableness to it, or is it overly focused on process?

Part 1: Adopt the American Institute of Parliamentarians Standard Code of Parliamentary Procedure

The *American Institute of Parliamentary Procedure Standard Code of Parliamentary Procedure (Standard Code)* is written by the American Institute of Parliamentarians after previously having been written by Alice Sturgis, a prominent expert in parliamentary procedure. While no longer explicit in its current edition, the impetus for this book in its earlier forms was to serve as a corrective for *Robert's Rules of Order*, the most widely known parliamentary authority in the English-speaking world. What it sought to correct from *Robert's* was arcane and archaic language, burdensome processes, and a more unyielding emphasis on procedural details. Because of this, it better fulfills the principles of accessibility and adaptability. Additionally, in surveying other university secretaries who do use *Robert's*, a common theme was that they only “loosely” followed *Robert's* or were “guided” by *Robert's* due to that procedural manual having a large number of superfluous elements. The *Standard Code*, by contrast, is meant to be more adaptable: “too strict a focus on the details of the procedure may actually detract from its purpose by imposing unnecessary formality that hinders decision-making without benefit” (*Standard Code*, 1.13).

There are, however, certain changes that would occur to meetings by adopting this new parliamentary authority:

- 1) The *Standard Code* does not require a seconder for a motion that comes from a committee or for motions made at committees.
- 2) The *Standard Code* has a different classification and hierarchy of motions from Kerr and King. This would not typically factor into meetings, but would only arise in the case a motion was being amended, referred to a committee, deferred to a different time, etc.

Part 2: Various Bylaw Changes Relating to the Conduct of Meetings

Various bylaw changes on the conduct of meetings are recommended to facilitate this change to the *Standard Code*. These changes:

- 1) Formalize or spell out existing practices on the conduct of meetings, and
- 2) In the case of the final change listed below, make a change to the bylaws to maintain the current practice of requiring a two-thirds majority of those voting for bylaw changes.

The full bylaw changes are found in **Attachment 1**. The changes to these bylaws are on pages 5, 8, and 9.

In no particular order, these proposed bylaw changes are as follows:

- *Adjourning a meeting*: Nowhere in the bylaws or in Kerr and King does it mention anything about the unique manner that Council (and its committees) uses to adjourn a meeting. A provision is added to the bylaws that says, once the business of a meeting is concluded, a meeting can be adjourned by a motion made by one member Council/committee after a call from the chair.
- *Process for voting*: Typically, bylaws will stipulate the manner of voting, whether by voice vote, show of hands, roll call, etc. Council's practice of voting by show of hands/cards for in-person attendees and by electronically voting for virtual attendees is written down.
- *Recording certain abstentions*: University Council has a practice of allowing members to have their abstentions noted in the minutes, and this practice is written down.
- *Speaking rights of non-members*: University Council has a practice of allowing non-members to speak—such as administrators or proponents of changes answering questions—and this practice is written down.
- *Two-thirds majority for bylaw changes*: Currently, changes to Council's bylaws (or faculty council bylaws) require the approval of two-thirds of those voting. This, however, is a provision of Kerr and King (that is, it is not written in the bylaws themselves); however, it is **not** a provision of the *Standard Code*. To maintain this practice, a provision in the bylaws is added.

Transition Support and Resources

It has been a common theme throughout this process about having strong transition support and resources in any potential change. This is being addressed through the following means:

- 1) The Governance Office has acquired copies of the *Standard Code* for member use.
- 2) The University Library has acquired copies of the *Standard Code*.
- 3) A summary guide on the *Standard Code* has been developed by the Governance Office and approved by the Governance Committee, and this is found in **Attachment 2**.

In addition to this, the American Institute of Parliamentarians has many online modules and resources available.

Finally, if this direction is approved by University Council, the Governance Office is prepared to work with individual faculty councils of colleges and schools in what they might need to make this transition, but is also prepared to continue supporting those faculty councils who wish to continue to use Kerr and King (should that be the case).

ATTACHMENTS

- 1) *University Council Bylaws and Regulations* – Amended Version
- 2) American Institute of Parliamentarians Standard Code of Parliamentary Procedure, 2nd Edition: Summary Guide

Council Bylaws and Regulations

April 15, 1999 with revisions: September 1999; October 2000; May, September 2001; February, March, June, October, November, December 2002; February, May, June, Sept. 2003; January, May, June, September 2004; January, February, April, June, September 2006; January, May, June, October, December 2007; March, June, October 2008; February, March 2009; May, October 2010; January, February, May, June 2011; March, June, September 2012; January, April, June, December 2013; June, December 2014; January, February, March, May, September 2015; January, February, April, May, November 2016; February, March, August, November, December 2017; April, May, July 2018; September, December 2019; February 2020; May, June, November, 2020; January, October, November 2021; April, May, June 2022, August 2022; Major Revisions and Edits June 2024; June 2025; January 2026



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PART ONE - COUNCIL

I. CONSTITUTIONAL POWERS AND DUTIES OF COUNCIL

The University of Saskatchewan Act, 1995, S.S. 1995, c. U-6.1 prescribes the constitution, powers, and duties of Council. Section 60 of the *Act* provides that Council is responsible for “overseeing and directing the university’s academic affairs.” Section 61 provides a list of specific matters that fall within the jurisdiction of Council.¹ These include the following: (the list is not exhaustive)

- grant academic degrees, diplomas and certificates of proficiency;
- grant scholarships, prizes, fellowships, bursaries and exhibitions;
- authorize the Board on academic grounds to establish or disestablish a college, school, department, chair or institute;
- authorize the Board on academic grounds to provide for or to dissolve affiliation or federation with another educational institution;
- prescribe curricula, programs of instruction and courses of study;
- prescribe methods and rules for evaluating student performance;
- discipline students for academic dishonesty;
- prescribing academic and other qualifications for admission;
- hear appeals by students or former students concerning academic decisions affecting them;
- prescribe the number of students to be admitted to a college or program;
- review library policies;
- review the physical and budgetary plans for the university and make recommendations respecting those matters to the President or the Board;
- exercise power that the Board or Senate may delegate to it;
- appoint members to committees composed of members of Council and any or all of the Board, the Senate and the General Academic Assembly;
- make bylaws governing election of members;
- make bylaws respecting any matter over which it has jurisdiction;
- make recommendations to the President, the Board or Senate respecting any matter that Council considers to be in the interests of the University;
- do anything that it considers necessary, incidental or conducive to the exercise of its powers to promote the best interests of the University or to carry out the purposes of the *Act*.

¹The exercise of some of these powers is subject to review by the General Academic Assembly and, in some cases, involves the Board of Governors or the Senate.

II. ELECTION OF FACULTY MEMBERS TO COUNCIL

1. The University Secretary will oversee the call for nominations and election of faculty members of Council as provided in section 57(1) of *The University of Saskatchewan Act, 1995*.
2. Per sections 57(2) to (5) of *The University of Saskatchewan Act, 1995*, the academic vice president of the undergraduate students' union, and the academic vice president of the graduate students' association, respectively, shall oversee the elections of student members of Council mentioned in 53(2)(h).
3. Nominations and elections of faculty and student members of federated and affiliated colleges to University Council are delegated to those colleges.
4. The *Act* defines a faculty member as "a person who is employed on a full-time basis by the university or an affiliated or federated college and who serves as a Professor, Associate Professor, Assistant Professor, Lecturer, full-time Special Lecturer, full-time Instructor, or Librarian." For the purposes of Council and General Academic Assembly (GAA) membership, faculty members who are appointed on a full-time basis but are on an approved reduced appointment are still eligible to serve. Certain approved leaves also grant eligibility to serve (e.g., sabbatical/administrative leaves, maternity/parental leaves, or educational leaves).
5. A faculty member may choose to stand for election as a college (including the University Library) faculty representative, and/or as a faculty member at large, per Section 53 of *The University of Saskatchewan Act, 1995*. There are two faculty positions per college; there are 54 members at large.

The college representative call for nominations and election will occur first followed by a call for nominations and election for the member at large position.

6. Nominations will be made using the form provided by the Secretary. A nomination will be endorsed by the nominee and will confirm their eligibility and willingness to stand for election.
7. Once the deadline for nominations has passed, the Secretary will conduct elections by making ballots available to all eligible voters.
8. If there are more than two nominations for the college representatives there will be an election for both positions on one ballot.
9. If two or more nominees with the most votes receive the same number of votes, the Secretary will select the elected member from among those nominees by lot.

10. Candidates on the voting list who receive the greatest number of votes are elected to Council effective July 1. Should candidates so elected decline or otherwise be unable to accept a position on Council, at the time of the election such positions shall continue to be filled by those unelected candidates that received the greatest number of votes.
11. If insufficient nominations are received to fill the vacant positions, then those valid nominees whose nominations were received by the deadline will be considered elected by acclamation, and a second call for nominations will be sent.
12. If after the second call for college representative nominations are closed and there is a vacant position, as per Sec 53 of the *Act*, the dean shall be a college representative. If there is more than one vacant position, then the dean shall also ensure another college faculty member is appointed.
13. If after the second call for faculty members at large nominations are closed and there are vacant positions, the Nominations Committee of Council will be asked to appoint faculty members to fill the vacant positions for a one-year term.
14. A vacancy on Council for a college representative or a faculty member at large shall be filled by an election held within 90 days of the vacancy, if the vacancy occurs within 27 months of that member being elected. A vacancy arising after that time shall be filled at the next annual election. Council members taking sabbatical, administrative or other leaves of greater than six months, will be filled equivalent to the length of the leave during the annual election. In the event a member decides to serve during their leave, a replacement is not required. Members may complete their term upon return from their leave if still within their elected time frame.

III. PROCEDURAL BYLAWS OF COUNCIL

1. Quorum and Voting for Meetings

- (a) The quorum for regular and special meetings will be 40%.
- (b) Council will use the majority of votes cast ~~(as defined in Kerr and King, 3rd ed.)~~ as the default method of calculating a majority during Council votes unless otherwise explicitly stated in the bylaws or procedures.

2. The Duties of Chair and Vice-Chair

- (a) The duties of the Chair will be carried out by the Vice-Chair when, for any reason, the Chair is unable to discharge these duties.

- (b) If the Vice-Chair is required to act as Chair for more than one month, the Nominations Committee shall present to Council for approval the name of a person to be acting Vice-Chair until the Vice-Chair is able to resume the position of Vice-Chair.
- (c) If the Chair, the Vice-Chair, and the acting Vice-Chair are all unable to discharge the duties of the Chair, the Governance Committee shall name a member of Council to serve as Chair for a specified period of time.
- (d) The Chair will preside over all meetings of Council. The Chair's duties are to preserve order and decorum and, subject to appeal, to decide all questions of order and other questions as provided in these bylaws.
- (e) The Chair will prepare a draft agenda for each meeting of Council and will present it for approval at the meeting.
- (f) The Chair will not vote on a motion before Council except when there is an equal number of voting members supporting and opposing the motion.
- (g) The Chair may seek the guidance and assistance of the governance committee with respect to matters pertaining to the role of the Chair.
- (h) The Chair will be the spokesperson for Council in communications with the Board, the Senate, the General Academic Assembly, and the public. In this respect, the role of the Chair is to explain the activities and to communicate the policies of Council.

3. Selection and Removal of the Chair and Vice-Chair

- (a) The Chair and Vice-Chair will be selected as hereinafter provided.
- (b) At least 14 days prior to the deadline for nominations, the Secretary will inform all members of Council that nominations for the position of Chair are being requested and will provide a nomination form for this purpose.
- (c) A Council member is nominated for the position of Chair when the nomination form referred to in (b) containing the consent of the nominee is endorsed by three members of Council and returned to the Secretary on or before the date specified by the Secretary. The nomination form will contain a brief description of the nominee stating the nominee's qualifications for the position of Chair of Council.
- (d) At least seven days prior to the deadline for voting, the Secretary will provide to all members of Council a ballot setting out the names of the nominees and the brief description of each nominee referred to in (c).

- (e) All ballots received by the Secretary on or before the date referred to in (d) will be reported by the Secretary to the next meeting of Council. The Chair of the Governance Committee will determine whether an irregular ballot will be counted and the effect of any other election irregularities. The Chair's decision will be final.
- (f) In the event that the two or more nominees with the most votes receive the same number of votes, the Chair of the Governance Committee will select the Chair by lot.
- (g) In the event that no nominations are received by the deadline for nominations for Chair, a second call for nominations will be sent. If the second call for nominations does not elicit a nomination, then the Nominations Committee will be asked to nominate a member of Council to serve as Chair for a one-year term, and a call for nominations will go out the following year.
- (h) If necessary, the Secretary will allow adequate time for the second nomination period and will communicate these timelines to the Governance Committee.
- (i) The Nominations Committee will nominate a member of Council to serve as Vice-Chair.
- (j) The Chair and Vice-Chair will normally hold office for a period of 2 years.
- (k) Council may remove the Chair or Vice-Chair by a vote of 2/3 of the members of Council present and voting.
- (l) If the Chair is unable to discharge the duties associated with the position for three months, the Governance Committee will present a motion to a meeting of Council asking for the removal of the Chair. A vote of 2/3 of the members of Council present and voting shall be necessary for the passage of such a motion. In the event such a motion is passed, an election will be held for a new Chair according to the procedures laid out in these bylaws.

4. Council Membership

- (a) Annual elections for Council will be completed by March 31. Changes to deadlines and timelines regarding elections, should they be necessary, shall be determined by the Governance Committee in consultation with the University Secretary.
- (b) Term of office for Council membership begins July 1 of the year of the member's election or appointment, other than student members.
- (c) Terms of student members will be one year beginning May 1.
- (d) When a person appointed to Council under Section 53 (2)(c)(ii) of the *Act* ceases to be a Dean, the acting Dean or a new Dean appointed during the term of the incumbent Dean will occupy the position of Dean with voice and vote until the expiration of the incumbent Dean's term on

Council when a new election or appointment occurs.

- (e) A vacancy occurs on Council when:
- I. a member resigns from Council by submitting their intentions in writing to the Secretary;
 - II. a member ceases to be an employee of the University, or
 - III. a member is unavailable to attend meetings of Council for a period of greater than six months during their term.
- (f) All Council members, other than ex officio members, are also members of the student academic hearing and appeals committee, from which representatives for student disciplinary and appeal boards are selected. Members may decline to serve on a board when asked.

5. Council Meetings

- (a) Council meetings will be open except when Council decides to have them closed.
- (b) Council will meet monthly during the academic term (September - June) except in February. The Chair can call a meeting during a month when a meeting is not normally scheduled.
- (c) Attendees at Council meetings are expected to refrain from unauthorized audio or video recording of the proceedings and to respect the rulings of the Chair.
- (d) Special meetings of Council can be called by the Chair or by petition of 20% of the members of Council.
- (e) A motion to amend the Bylaws will be preceded by a notice of motion presented in writing to the members not less than 30 days prior to the date of the meeting at which the motion is considered. To pass, a motion to amend the Bylaws of Council requires two-thirds of those present and voting to be in favour.
- (f) Except as provided in Bylaws (e) and (i), a motion will be preceded by a notice of motion presented in writing to the members of Council not less than 10 days prior to the date of the meeting at which the motion is to be considered. This bylaw applies only to a motion dealing with a substantive matter which requires consideration by members of Council prior to the meeting at which the motion is presented. Whether or not a motion falls within this bylaw will be determined by the Chair.
- (g) The requirement of bylaw (f) may be suspended upon vote of two-thirds of the members present and voting at a meeting.

(h) A recommendation to Council contained in a committee report is deemed to be a notice of motion if the report containing the recommendation is included with the agenda of the meeting at which the report is considered.

(i) In the event of an emergency situation as declared jointly by the President and Chair of Council or their respective delegates, if Council is unable to meet or attain quorum, Council may decide urgent matters by alternative means. Procedures governing such decisions are the responsibility of the Governance Committee.

(j) Votes at Council meetings and the committees of Council will take place by show of hands or voting cards for those in-person and by electronic means for those attending online. Voting can happen by secret ballot on a motion if a majority vote is passed by Council or committee to that effect.

(k) A member can request to have their abstention to a vote noted in the minutes of that meeting.

(l) At the conclusion of the business of a Council meeting or a committee of Council meeting and when nothing is remaining on the agenda, the Chair can request a motion to adjourn the meeting and can then declare the meeting adjourned. Motions to adjourn the meeting made in this context do not require seconders and are not voted upon.

~~(j)~~(m) At the discretion of the Chair, individuals who are not members of Council or a committee of Council can speak to answer questions or to participate in debate.

~~(j)~~(n) For matters not covered by these Bylaws, ~~t~~The meetings of Council and of committees of Council will be conducted in accordance with the rules of order contained in ~~Procedures for Meetings and Organizations, Third Edition by Kerr and King~~the most recent edition of the American Institute of Parliamentarians Standard Code of Parliamentary Procedure.

~~(k)~~(o) Unless Council decides otherwise, the secretary of Council meetings shall be the University Secretary, or a member of the University Secretary's office as designated by the University Secretary.

IV. CONFLICT OF INTEREST

1. Council Proceedings

(a) It is necessary to distinguish between the roles of the “representative” members of Council, on the one hand, and the “at large” and ex officio members, on the other, with respect to their obligations to bring pertinent information to Council or to committees of Council and to report back to their constituents. However, there is no distinction with respect to the exercise of judgment and decision-making in Council meetings and in deliberations of a committee of

Council. Members of Council and members of committees of Council will have as their principal concern the welfare of the University community. They will exercise independent judgment and may not act as agents of any person or organization.

- (b) There are no restrictions on the rights of a Council member to participate in debate and to vote on any matter that comes before Council. However, a Council member who has a conflict of interest with respect to a matter that comes before Council will disclose the conflict when speaking on the matter in Council proceedings.

2. Committees of Council

- (a) A member of a committee of Council will conduct themselves so as to avoid conflict of interest or the appearance of conflict of interest.
- (b) A member of a committee will disclose and identify any conflict of interest or perceived conflict of interest affecting that member.
- (c) Sessional Lecturer members cannot also be full-time employees in another bargaining unit.
- (d) A member of a committee will abstain from voting in committee proceedings on matters on which they have a conflict of interest. When appropriate, the member will withdraw from all committee deliberations with respect to the matter.
- (e) The Chair or a member of a committee will be entitled to raise the question of whether another member has a conflict of interest or perceived conflict of interest on a matter before the committee.
- (f) The Chair or a member of a committee is entitled to ask another member who has or is perceived to have a conflict of interest to withdraw from the deliberations of the committee and/or to refrain from voting on a matter before the committee.
- (g) If a request referred to in paragraph (e) to withdraw from the deliberations of the committee or to refrain from voting on a matter before the committee is denied by the member to whom the request is directed, the fact that the request was made and was denied will be recorded in that portion of the committee's report relating to the matter.

3. Conflict of Interest Defined

A conflict of interest exists for a member of Council or a member of a Council committee when, with respect to a matter being considered by Council or the committee:

- (a) the decision being made is such that the member could not reasonably be expected to exercise independent judgment because of the effect the decision would or would be likely to have on

the member or a person closely related or closely associated with the member; or

- (b) as a result of occupying a position or holding an office in an organization, the person is legally obligated to subordinate the interests of the University to the interests of the organization when dealing with the matter.

PART TWO – COMMITTEES OF COUNCIL

I. THE COMMITTEES OF COUNCIL

1. Creation and Composition of Council Committees

- (a) Council has the statutory power to establish committees to facilitate its work. There is no requirement that these committees be composed entirely of Council members². Council is also empowered to appoint members of joint committees involving the Board, the Senate or the General Academic Assembly.
- (b) The Governance Committee will nominate the members and Chair of the Nominations Committee.
- (c) The Nominations Committee will nominate members, including the Chairs, of Council committees. Chairs of Council committees will appoint their vice chairs. Except where the chair is required to be a member of Council, the Nominations Committee shall first consider Council members for the position of Chair and if a suitable nominee cannot be obtained, then the Chair will be selected from the General Academic Assembly members.
- (d) The Nominations Committee will present its nominations to Council by the final Council meeting of the year, and otherwise as required when vacancies occur.

It is the responsibility of the Nominations Committee of Council to present a slate of candidates for all committee positions except the Nominations Committee itself. The Committee will take into consideration the abilities and experience of the proposed nominees and the balance of representation from the various sectors of the campus, as well as equity, diversity and inclusion (EDI). It will review the names of potential nominees submitted by faculty, Department Heads and Deans and if necessary canvas additional individuals in order to develop an able, representative slate.

The Nominations Committee will present the slate to Council with sufficient names to fill the available positions. The Chair of Council will call for any further nominations from the floor. If there are none, the slate will be elected. If there are nominations from the floor there will be an election held within two weeks. The election will be held only for those committees that have received nominations exceeding the available positions. The ballot will be prepared and

²The only statutory restriction on the committee structure is prescribed by section 61(2) of the Act which requires that a committee established to discipline students or hear appeals with respect to student discipline must contain members of Council who are students.

distributed by the University Secretary. The ballot will include the names of the slate presented by the Nominations Committee and the nominations from the floor indicating the Council status of each. It will indicate the positions to be filled and the eligibility requirements for the positions. Voters will indicate choices up to the number of positions available. Eligible candidates with the greatest number of votes will be declared elected.

- (e) The President and the Chair of Council are *ex officio*, non-voting members of all Council committees. They are not counted when determining the quorum of a committee meeting unless otherwise stated.
- (f) An *ex officio* member may designate an individual to serve in their place on a committee of Council with the same powers as the designator. Such designations shall last for twelve months and are subject to renewal. In the event that the individual is unable to complete the full term, another individual can be designated in their place. To initiate the designation, the *ex officio* member will inform the Chair of Council and the Chair of the committee involved. During the period of designation, the *ex officio* member who initiated the designation may still attend the Committee meeting from time to time with a voice but no vote.
- (g) The USSU and GSA will name their appointees to Council committees for the year from May 1 to April 30.
- (h) Resource officers and offices providing administrative support are non-voting members of the committees and are not counted when determining the quorum of a committee meeting.
- (i) Terms of office for Council committee members will begin July 1 unless otherwise provided by the Nominations Committee, except for student committee members whose terms of office will begin May 1.
- (j) The term of office of a faculty member of a standing committee is normally three consecutive years, unless otherwise specified by the Nominations Committee to ensure regular turnover on Council committees. Terms are renewable once for up to an additional three years, for a maximum of six consecutive years of service. Once the maximum term of service has been reached, one year must lapse prior to the commencement of a new term on that same committee. The term of office of the Chair will be one year, renewable annually for up to two additional one-year terms. Once the Chair has served for a maximum of three consecutive years of service, one year must lapse before the member may serve as Chair of that same committee. The renewal of the Chair is subject to the six consecutive years of service a faculty member may serve on a standing committee. For greater certainty, the maximum six years of consecutive service limitation does not apply to *ex officio* members of a committee.
- (k) The terms of student and Sessional Lecturer members will be one year.
- (l) When a committee member is appointed as a member of Council, if there is a GAA vacancy on said committee their term on the committee may be completed if they cease to be a member of

Council provided they are and remain a faculty member, at the discretion of the Nominations Committee. This excludes the Nominations Committee and the voting members of the Governance Committee, whose membership is restricted to Council members.

- (m) In the event of a vacancy on a Council committee of greater than six months, the vacancy will be filled so that the balance between Council and General Academic Assembly members on the committee of the bylaw is maintained.

2. Committee Responsibilities

- (a) All standing committees will meet and report to Council at least once each academic year.
- (b) Standing committees may create subcommittees, including subcommittees composed of persons who are not members of Council.
- (c) The quorum for standing committee meetings is a majority of the voting members.
- (d) Unless a motion of Council specifically provides otherwise, all recommendations of committees will be brought to Council for approval or change. Generally, committee recommendations are presented to Council in the form of reports.
- (e) Council has statutory power to make recommendations to the President, the Board, or the Senate respecting matters that Council considers to be in the interests of the University. A matter may be referred to a Council committee by Council to develop recommendations to be presented to the President, the Board, or the Senate.
- (f) The constitutional structure of the University provides for shared jurisdiction over matters. Consequently, it may be necessary for the President, acting as the chief administrator of the University, or the Board to seek the advice or assistance of a Council committee with respect to a particular matter. The power of a committee to provide advice or assistance to the President or the Board is specified in Part Two of these Bylaws or will be given by Council. The advice and assistance will not contradict or conflict with the Bylaws of Council.
- (g) A committee that provides advice and assistance pursuant to clause (e) will report to Council the general nature of the advice. However, the Committee need not report to Council on matters the disclosure of which would be inimical to the interests of the University. These matters will be disclosed to the governance committee at the request of the Chair of Council.

II. ACADEMIC PROGRAMS COMMITTEE

Membership

Eleven members of the General Academic Assembly, at least five of whom will be elected members of Council, normally one of whom will be chair.

One Sessional Lecturer*

One undergraduate student appointed by the USSU

One graduate student appointed by the GSA

Ex Officio Members

Vice-Provost, Students and Learning

University Registrar

Vice-President, Administration and Chief Operating Officer or designate (non-voting member)

President (non-voting member)

Chair of Council (non-voting member)

Resource Officers (Non-voting members)

Resource Officers are to be identified at the end of each academic cycle for the following year (May committee meetings) by the Committee, and in consultation with the Governance Office.

*If there is no immediate interest in the Sessional Lecturer position, it will remain vacant.

Committee Coordination

Governance Office

The Academic Programs Committee is responsible for:

- 1) Recommending to Council policies and procedures related to academic programs and sustaining program quality.
- 2) Evaluating the fit of academic program proposals with university priorities; reviewing financial sustainability of proposals for new academic programs and program deletions; and recommending to Council on new programs, major program revisions and program deletions, including their budgetary implications.
- 3) Approving minor program changes, including additions of new courses and revisions to or deletions of existing courses and reporting them to Council.
- 4) Considering outreach and engagement aspects of programs.
- 5) Consulting with Planning and Priorities Committee on processes and outcomes of academic program review, following consultation with the Planning and Priorities Committee and other Council committees as appropriate.

- 6) Consulting with Planning and Priorities Committee on proposals for the establishment, disestablishment or amalgamation of any college, school, department or any unit responsible for the administration of an academic program.
- 7) Consulting with Planning and Priorities Committee on proposed or continuing affiliation or federation of other institutions with the University.
- 8) Reporting to Council on the academic implications of enrolment plans, changes, and admission standards.
- 9) Approving the annual academic schedule and reporting the schedule to Council for information and recommending to Council substantive changes in policy governing dates for the academic sessions.
- 10) Approving minor changes (such as wording and renumbering) to rules governing examinations and reviewing and recommending to Council substantive changes.
- 11) Recommending to Council classifications and conventions for instructional programs.
- 12) Designating individuals to act as representatives of the Committee on any other bodies, when requested, where such representation is deemed by the Committee to be beneficial.
- 13) Consider the priorities of the University, such as Indigenization and internationalization, when assessing current and new academic programs and policies.
- 14) Carrying out all the above in the spirit of a philosophy of equitable participation and an appreciation of the contributions of all people, with particular attention to rigorous and supportive programs for Indigenous student success, engagement with Indigenous communities, inclusion of Indigenous knowledge and experience in curricular offerings, and intercultural engagement among faculty, staff and students.

III. GOVERNANCE COMMITTEE

Membership

Three elected members of Council, one of whom will be Chair

A GAA member of Council appointed by the President

Chair of Council

Chair, Academic Programs Committee of Council or APC committee designate*

Chair, Planning and Priorities Committee of Council or PPC committee designate*

Ex Officio Members (non-voting)

University Secretary

President

Student members (non-voting unless the appointed member is a member of Council)

GSA President or designate

USSU President or designate

*Should the chair of this committee not be a member of Council, a committee designate who is a member of Council will be named.

Committee Coordination

Governance Office

The Governance Committee is responsible for:

- 1) Reviewing the Bylaws of Council and recommending to Council revisions to the Bylaws.
- 2) Reviewing the Bylaws of Faculty Councils and recommending to University Council, Colleges, and Schools changes to their Bylaws.
- 3) Reviewing the membership, powers, and duties of committees of Council and recommending to Council revisions to the membership, powers and duties of committees.
- 4) Recommending to Council regulations and procedures for Council and Council committees.
- 5) Advising the University Secretary (or designate) on matters relating to faculty councils and University Council elections.

- 6) Advising Council with respect to its responsibilities and powers under *The University of Saskatchewan Act, 1995* and recommending to Council on proposed changes to the Act.
- 7) Nominating the members and chair of the Nominations Committee of Council to University Council.
- 8) Providing advice to the Chair of Council on the role of the Chair.
- 9) Recommending to Council rules and procedures, including the penalties as prescribed by section 61(1)(h) of *The University of Saskatchewan Act, 1995*, to deal with allegations of academic misconduct on the part of students.
- 10) Recommending to Council rules and procedures to deal with appeals by students and former students concerning academic decisions affecting them as provided in section 61(1)(j) of *The University of Saskatchewan Act, 1995*.
- 11) Designating individuals to act as representatives of the Committee on any other bodies, when requested, where such representation is deemed by the Committee to be beneficial.
- 12) Reporting and recommending to Council on University policies that are within the purview of Council and/or the joint purview of the University's governing bodies.
- 13) To review and approve editorial (not substantive) revisions to the University Council Bylaws (e.g., corrections to title changes for senior administrative positions, spelling, formatting, proofing...), and report them to Council on an annual basis. Such revisions will not change the reading of the Bylaws, their potential interpretations, meanings, or significance.

IV. EXECUTIVE COMMITTEE

Membership

Chair of Council, who shall be Chair
Vice-Chair of Council
Chairs of Council Committees

Ex Officio Members (non-voting)

University Secretary
President

Committee Coordination

Governance Office

The Executive Committee is responsible for:

- 1) Setting the agenda for Council meetings.
- 2) Receiving and determining the disposition of written motions from individual members of Council. The Executive Committee will either include the motion on the Council agenda or refer the matter to a standing committee(s), which will then report back on the matter to the Executive Committee and Council.
- 3) Facilitating the flow of information between Council committees and the Administration, and between Council committees and the Senate.
- 4) Coordinating the work of Council committees.
- 5) Advising the Chair of Council on matters relating to the work of Council.
- 6) Designating individuals to act as representatives of the committee on any other bodies, when requested, where such representation is deemed by the Committee to be beneficial.

V. NOMINATIONS COMMITTEE

Membership

Ten elected members of Council, not more than three members from Arts and Science and not more than two members from each of the other colleges, one of whom will be Chair.

Ex Officio Members (non-voting)

President

Chair of Council

Committee Coordination

Governance Office

The Nominations Committee is responsible for:

- 1) Nominating members of the General Academic Assembly (GAA) and Council to serve on all standing and special committees of Council, other than the Nominations Committee, and nominating the Chairs of these committees.
- 2) Nominating members of Council or the GAA to serve on other committees on which Council or GAA representation has been requested.
- 3) Nominating individuals to serve as Chair and/or Vice-Chair of Council, or as members of Council, as required, in accordance with the Bylaws.
- 4) Nominating Sessional Lecturers to Council committees as required.
- 5) Nominating eligible members of the General Academic Assembly to serve on appeal and review committees as required by the Collective Agreement with the University of Saskatchewan Faculty Association.
- 6) Nominating individuals to serve on search and review committees for senior administrators.
- 7) Designating individuals to act as representatives of a Council Committee on any other bodies, when requested, where such representation is deemed by the Committee to be beneficial.

Notes:

- (a) Members of the Nominations Committee will be permitted to serve on other Council committees.
- (b) To the greatest extent possible the Nominations Committee should attempt to ensure that no member of Council or the General Academic Assembly serves on more than one of the following

committees: Academic Programs Committee or Planning and Priorities Committee.

- (c) Members of affiliated and federated colleges may not serve on the Planning and Priorities Committee.
- (d) To the greatest extent possible, the Nominations Committee should attempt to include on committees members who are broadly representative of the disciplines of the University.
- (e) The Nominations Committee will solicit nominations widely from Council and the General Academic Assembly.
- (f) The term of office of a faculty member of a standing committee is normally three consecutive years, unless otherwise specified by the Nominations Committee so as to consider regular turnover, the composition of committee membership, and the alignment of Council terms.
- (g) The Nominations Committee will nominate term replacements for Council Committee members taking sabbatical, administrative or other leaves of greater than six months, equivalent to the length of the leave. In the event a member decides to serve during their leave, a replacement is not required. Members may complete their term upon return from their leave if still within their elected time frame.
- (h) Nominees will be selected for their experience, demonstrated commitment and/or their potential for a significant contribution to committee functions.
- (i) In nominating individuals to Council and other university committees, a full consideration will be given to achieve equity, diversity, and inclusion in representation. The Nominations Committee of Council will revise and adapt its approach to fulfilling this commitment on a regular basis.

VI. PLANNING AND PRIORITIES COMMITTEE

Membership

Eleven members of the General Academic Assembly, at least six of whom will be elected members of Council, normally one of whom will be Chair. At least one member from the General Academic Assembly with some expertise in financial analysis will be nominated.

One Dean appointed by Council

One undergraduate student appointed by the USSU

One graduate student appointed by the GSA

One Sessional Lecturer*

Ex Officio Members

Provost and Vice-President, Academic or designate

Vice-President, Administration and Chief Operating Officer or designate

Vice-President, Research or designate

Vice-Provost, Indigenous Engagement or designate

Chief Financial Officer, Office of the President

President (non-voting member)

Chair of Council (non-voting member)

Resource Officers (Non-voting members)

Resource Officers are to be identified at the end of each academic cycle for the following year (May committee meetings) by the Committee, and in consultation with the Governance Office.

*If there is no immediate interest in the Sessional Lecturer position, it will remain vacant.

Committee Coordination

Governance Office

Quorum for Planning and Priorities Committee meetings is 40%, with at least five members (majority) of the General Academic Assembly as appointed by Council.

The Planning and Priorities Committee (PPC) is responsible for:

- 1) Recommending and reporting to Council on university wide planning and priorities initiatives and review activities in consultation with the President and Senior Administration.
- 2) Undertaking the review and recommending to Council on:
 - (a) Academic plans & priorities for the university including teaching, learning and research, scholarly and artistic works.
 - (b) Community engagement plans & priorities.
 - (c) Matters referred to it from other committees.

- (d) Establishment and disestablishment (including through amalgamation or separation) of any college, school, department, or any unit responsible for the administration of an academic program, with the advice of relevant committees of Council.
 - (e) Establishment and disestablishment (including through amalgamation or separation), reorganization, or review of any institute or centre at the university.
 - (f) Affiliation or federation with other educational institutions, or dissolution of such arrangements, in consultation with relevant committees of Council.
- 3) Review the physical and budgetary plans for the university and make recommendations respecting those matters to the President or Board, such as:
- (a) Main elements of the comprehensive budget.
 - (b) Budgetary implications of government funding requests.
 - (c) Operating and capital budgetary matters, including infrastructure and space allocation issues.
 - (d) Administrative structural changes and reorganizations.

The Planning and Priorities Committee will report to Council on the general nature of the feedback and, where practicable, obtain the guidance of Council. However, the Committee need not disclose to Council matters the disclosure of which would be contrary to the interests of the University.

- 4) Designating individuals to act as representatives of the Committee on any other bodies, when requested, where such representation is deemed by the Committee to be beneficial.
- 5) Balancing academic and fiscal concerns in forming its recommendations.
- 6) Proactively supporting equity, diversity, inclusion and belonging as well as a commitment to transformative decolonization leading to reconciliation in all processes and matters coming before the Committee.

Centres Subcommittee

The mandate of the PPC Standing Subcommittee on Centres is to:

- (a) Upon request, provide advice and feedback to existing and prospective centres
- (b) Support and monitor compliance with the Centres Policy and provide recommendations regarding revisions
- (c) Develop and maintain Centres Guidelines
- (d) Advise on the establishment, disestablishment, and reorganization of centres
- (e) Maintain a list of active centres
- (f) Report on and bring recommendations on these issues to PPC

Membership on this subcommittee is as follows:

- Vice Chair of the Planning and Priorities Committee to serve as chair of the subcommittee.
- Two additional members from the Planning and Priorities Committee.
- One member from the Academic Programs Committee.
- One member from the Research, Scholarly, and Artistic Work Committee.
- Five centre directors.

- One representative of the Office of the Provost.
- One representative of the Office of the Vice-President Research.

Terms of centre directors on the subcommittee are for three years, rotating to ensure continuity of membership. Terms of the representatives of Council committees align with their terms on those committees. Quorum of the subcommittee is a majority of voting members.

The Governance Office provides committee coordination for the subcommittee.

VII. RESEARCH, SCHOLARLY, AND ARTISTIC WORK COMMITTEE

Membership

Nine members of the General Academic Assembly, at least three of whom will be elected members of Council, normally one of whom will be chair.

One of the nine members will be an Assistant or Associate Dean with responsibility for research.

One undergraduate student appointed by the USSU

One graduate student appointed by the GSA

Ex Officio Members

Vice-President, Research

Dean of the College of Graduate and Postdoctoral Studies

Dean of the University Library or designate

President (non-voting member)

Chair of Council (non-voting member)

Resource Officers (non-voting)

Resource Officers are to be identified at the end of each academic cycle for the following year (May committee meetings) by the Council Committee, and in consultation with the Governance Office.

Committee Coordination

Governance Office

The Research, Scholarly, and Artistic Work Committee is responsible for:

- 1) Recommending to Council on issues and strategies to support research, scholarly, and artistic work.
- 2) Recommending to Council on policies and issues related to research integrity and ethics in the conduct of research, scholarly, and artistic work.
- 3) Recommending to Council and providing advice to the Vice-President, Research on community engagement and knowledge translation activities related to research, scholarly, and artistic work.
- 4) Providing advice to the Vice-President, Research and reporting to Council on issues relating to the granting agencies that provide funding to the University.
- 5) Providing advice to the Vice-President, Research, the Vice-Provost, Teaching, Learning, and Student Experience, and the Dean of the College of Graduate and Postdoctoral Studies on the contributions of undergraduate and graduate students and postdoctoral fellows to the research activity of the University.

- 6) Examining proposals for the establishment of any institute or centre engaged in research, scholarly, or artistic work at the University, and providing advice to the Planning and Priorities Committee of Council.
- 7) Receiving annual reports from the Vice-President, Research and the Dean of College of Graduate and Post-Doctoral Studies.
- 8) Receiving and reporting to Council the University's research ethics boards' annual reports.
- 9) Designating individuals to act as representatives of the Committee on any other bodies, when requested, where such representation is deemed by the Committee to be beneficial.
- 10) Considering the priorities of the University community, such as Indigenization and internationalization, when assessing current and new research, scholarly, and artistic work activities.

VIII. SCHOLARSHIPS AND AWARDS COMMITTEE

Membership

Nine members of the General Academic Assembly, at least three of whom will be elected members of Council, normally one of whom will be chair.

Vice-President, Academic of the USSU

Vice-President, Finance of the GSA

An Indigenous representative from the Office of the Vice-Provost Indigenous Engagement

Ex Officio Members

Provost and Vice-President, Academic or designate

Dean of the College of Graduate and Postdoctoral Studies or designate

Vice-Provost, Students and Learning or designate

Vice-President, University Relations or designate (non-voting member)

President (non-voting member)

Chair of Council (non-voting member)

Resource Officers (non-voting)

Resource Officers are to be identified at the end of each academic cycle for the following year (May committee meetings) by the Council Committee, and in consultation with the Governance Office.

Committee Coordination

Office of the Registrar

The Scholarships and Awards Committee is responsible for:

- 1) Recommending to Council on matters relating to the awards, scholarships and bursaries under the control of the University.
- 2) Recommending to Council on the establishment of awards, scholarships and bursaries.
- 3) Granting awards, scholarships, and bursaries that are open to students of more than one college or school.
- 4) Recommending to Council rules and procedures to deal with appeals by students with respect to awards, scholarships and bursaries.
- 5) Designating individuals to act as representatives of the Committee on any other bodies, when requested, where such representation is deemed by the Committee to be beneficial.

IX. TEACHING, LEARNING AND ACADEMIC RESOURCES COMMITTEE

Membership

Eleven members of the General Academic Assembly, at least five of whom will be members of Council, and among the members from the General Academic Assembly there will be some expertise in Indigenous teaching and learning. Normally one of the five members of Council will be appointed Chair of the Committee.

One Sessional Lecturer*

One graduate student appointed by the GSA

One undergraduate student appointed by the USSU

Vice-Provost, Students and Learning or designate

Ex Officio Member (non-voting)

President

Chair of Council

Resource Officers (non-voting)

Resource Officers are to be identified at the end of each academic cycle for the following year (May committee meetings) by the Council Committee, and in consultation with the Governance Office.

*If there is no immediate interest in the Sessional Lecturer position, it will remain vacant.

Committee Coordination

Governance Office

The Teaching, Learning and Academic Resources committee is responsible for

- 1) Commissioning, receiving and reviewing scholarship and reports related to teaching, learning and academic resources, with a view to supporting the delivery of academic programs and services at the University of Saskatchewan.
- 2) Making recommendations to Council and the Planning and Priorities Committee on policies, activities and priorities to enhance the effectiveness, evaluation and scholarship of teaching, learning and academic resources at the University of Saskatchewan.
- 3) Promoting student, instructor and institutional commitments and responsibilities, as set out in the University of Saskatchewan Learning Charter and as reflected in the priority areas of the University of Saskatchewan integrated plans.
- 4) Designating individuals to act as representatives of the Committee on any other bodies, when requested, where such representation is deemed by the Committee to be beneficial.

- 5) The Committee will carry out all of the above in the spirit and philosophy of equitable participation and an appreciation of the contributions of all people. As one of the university's priority areas is Indigenization, this includes rigorous and supportive programs for Indigenous student success, engagement with Indigenous communities, and the creation of learning outcomes tied to Indigenous content and experiences grounded in Indigenous world views. In this context, Indigenous refers to First Nations, Métis and Inuit people of Canada. In addition, the prioritization of internationalization calls the committee to a focus on intercultural and international engagement among students, educators, and staff.

X. JOINT COMMITTEE ON CHAIRS AND PROFESSORSHIPS

Membership

Provost & Vice-President, Academic or designate (chair)

One member of Council appointed by Council

One member of the Board of Governors appointed by the Board

One member of the Research, Scholarly and Artistic Work Committee appointed by Council;

University Secretary or designate;

Vice-President, Research or designate;

Vice-President, University Relations or designate;

Vice-President, Administration and Chief Operating Officer or designate

Committee Coordination

Office of the Vice-Provost, Faculty Relations

The Joint Committee on Chairs and Professorships is responsible for:

- 1) Developing and reviewing procedures and guidelines relating to the establishment, funding, and ongoing administration of chairs at the University of Saskatchewan.
- 2) Receiving and reviewing proposals for the establishment of all chairs and Professorships, assessing compliance with university aims and objectives, administrative processes, and financial integrity.
- 3) Recommending to Council the approval of proposed chairs, and subsequently recommending to the Board of Governors that the Board authorize the establishment of chairs and changes to the structure of chairs as may be required from time-to-time.
- 4) Receiving notice of proposed changes to the names of chairs in accordance with the university's policy on *Naming of University Assets*.
- 5) Submitting an annual report to Council and the Board on the activities of the Joint Committee on Chairs and Professorships.

PART THREE- COUNCIL REGULATIONS

Introduction

Following are the academic regulations of the University of Saskatchewan enacted by Council. Prior to 1995, these regulations were approved by the University of Saskatchewan Senate. Under *The University of Saskatchewan Act, 1995*, (hereinafter referred to as “the Act”), the authority over these academic regulations was transferred to Council.

Specific instances where procedures are mandated by the Act are identified.

I. DEGREES, DIPLOMAS AND CERTIFICATES

1. Degrees

The following degrees are authorized by Council to be granted by the University:

Graduate Level

Doctor of Education (Ed.D.)

Doctor of Philosophy (Ph.D.)

Master of Agriculture (M.Agr.)

Master of Arts (M.A.)

Master of Business Administration (M.B.A.)

Master of Chemical Risk Assessment (M.R.A.)

Master of Clinical Pharmacy (M.C.P.)

Master of Education (M.Ed.)

Master of Engineering (M.Eng.)

Master of Environment and Sustainability (M.E.S.)

Master of Fine Arts (M.F.A.)

Master of Governance and Entrepreneurship in Northern and Indigenous Areas (M.G.E.N.I.A.)

Master of Indigenous Land-Based Education (M.I.L.B.E.)

Master of International Public Management and Administration (M.I.P.M.A.)

Master of Laws (LL.M.)

Master of Mathematics (M.Math.)

Master of Music (M.Mus.)

Master of Nursing (M.N.)

Master of Physical Therapy (M.P.T.)

Master of Physician Assistant Studies (M.P.A.S.)

Master of Professional Accounting (M.P.Acc.)

Master of Public Administration (M.P.A.)

Master of Public Health (M.P.H.)

Master of Public Policy (M.P.P.)

Master of Scholarship in Teaching and Learning (M.SoTL.)

Master of Science (M.Sc.)
Master of Sustainability (M.Ss.)
Master of Water Security (M.W.S.)

Combined Degrees

Doctor of Pharmacy (Pharm.D.) and Master of Business Administration (M.B.A.)
Juris Doctor (J.D.) and Master of Business Administration (M.B.A.)

Undergraduate Level

Bachelor of Arts and Science (B.A.&Sc.)
Bachelor of Arts and Science Honours (B.A.&Sc.)
Bachelor of Arts Three-year (B.A.)
Bachelor of Arts Four-year (B.A.)
Bachelor of Arts Honours (B.A.)
Bachelor of Commerce (B.Comm.)
Bachelor of Education (B.Ed.)
Bachelor of Fine Arts Honours (B.F.A.)
Bachelor of Music (B.Mus.)
Bachelor of Music Honours (B.Mus.)
Bachelor of Music in Music Education [B.Mus.(Mus.Ed.)]
Bachelor of Science Three-year (B.Sc.)
Bachelor of Science Four-year (B.Sc.)
Bachelor of Science Honours (B.Sc.)
Bachelor of Science in Agribusiness [B.Sc.(Agbus.)]
Bachelor of Science in Agriculture (B.S.A.)
Bachelor of Science in Animal Bioscience [B.Sc.(An.Biosc.)]
Bachelor of Science (Biomedical Science) Three-Year [B.Sc. (BMSC) Three-Year]
Bachelor of Science (Biomedical Science) Four-Year [B.Sc. (BMSC) Four-Year]
Bachelor of Science (Biomedical Science) Honours [B.Sc. (BMSC) Honours]
Bachelor of Science in Dental Hygiene [B.Sc.(DH)]
Bachelor of Science in Dental Therapy [B.Sc.(DT)]
Bachelor of Science in Dentistry [B.Sc.(Dent.)]
Bachelor of Science in Engineering (B.E.)*
Bachelor of Science in Food and Nutrition [B.Sc.(F&N)]
Bachelor of Science in Food Industry Management [B.Sc.(FIM)]
Bachelor of Science in Kinesiology [B.Sc.(Kin.)]
Bachelor of Science in Nursing (B.S.N)
Bachelor of Science in Nutrition [B.Sc.(Nutr.)]
Bachelor of Science in Renewable Resource Management [B.Sc.(R.R.M.)]
Doctor of Dental Medicine (D.M.D.)
Doctor of Medicine (M.D.)
Doctor of Pharmacy (Pharm.D.)
Doctor of Veterinary Medicine (D.V.M.)
Juris Doctor (J.D.)

Combined Degree

Bachelor of Science Kinesiology/Bachelor of Education Combined Degree [B.Sc.(Kin.)/B.Ed.]

2. Honorary Degrees

The following Honorary degrees are authorized by Senate to be granted by the University:

Doctor of Laws, honoris causa - LL.D.

Doctor of Science, honoris causa - D.Sc.

Doctor of Letters, honoris causa - D.Litt.

3. Degree-Level Diplomas and Certificates

The following Degree-Level Certificates and Diplomas are authorized by Council to be granted by the University:

Graduate Level

Postgraduate Diploma

Postgraduate Degree Specialization Certificate

Graduate Certificate in Climate Change, Vulnerability Assessment, and Adaptation Action

Graduate Certificate in Community Energy Finance and Planning

Graduate Certificate in Energy Transitions

Graduate Certificate in Environmental Planning

Graduate Certificate in Financial Management

Graduate Certificate in Foundations for Registered Nurse Specialty Practice

Graduate Certificate in Governance Foundations for Sustainability

Graduate Certificate in Hydrology

Graduate Certificate in Improving Teaching and Learning in Health Professions Education

Graduate Certificate in Indigenous Nation-Building

Graduate Certificate in Leadership

Graduate Certificate in Non-Profit Management

Graduate Certificate in One Health

Graduate Certificate in Public Administration

Graduate Certificate in Public Policy Research

Graduate Certificate in Quality Teaching in Health Professions Education

Graduate Certificate in Rotating Small Animal Veterinary Internship

Graduate Certificate in the Scholarship of Teaching and Learning

Graduate Certificate in Social Economy, Co-operatives, and the Nonprofit Sector

Graduate Certificate in Specialty Internship in Veterinary Internship

Graduate Certificate in Substance Use Health and Wellbeing

Graduate Certificate in Sustainable Water Management

Graduate Certificate in Sustainability Solutions

Graduate Certificate in Veterinary Diagnostic Pathology
Graduate Certificate in Water Resources
Graduate Certificate in Water Science

Undergraduate Level

Aboriginal Teacher Associate Certificate
Certificate in Advanced French Language and Culture
Certificate in Advanced Studio Art
Certificate in Applied Gender Justice
Certificate in Astronomy
Certificate in Biological Research
Certificate in Business
Certificate in Catholic Studies
Certificate in Chemistry Foundations I
Certificate in Chemistry Foundations II
Certificate in Classical and Medieval Latin
Certificate in Computing
Certificate in Creative Writing
Certificate in Criminology and Addictions
Certificate in Curation Studies
Certificate in Early Childhood Education
Certificate in Entrepreneurship
Certificate in Ethics, Justice, and Law
Certificate in Formal Reasoning
Certificate in Foundations of Drama
Certificate in Foundations of Studio Art
Certificate in French-English Translation
Certificate in Geology Fundamentals
Certificate in Geomatics
Certificate in Global Health
Certificate in Global Studies
Certificate in Hard Rock Geoscience
Certificate in Human Nutrition
Certificate in Human Nutrition for Internationally Trained Dietitians
Certificate in Indigenous Governance and Politics
Certificate in Indigenous Languages
Certificate in the Study of Indigenous Storytelling
Certificate in Indigenous Studies
Certificate in Intermediate French Language and Culture
Certificate in Intermediate Studio Art
Certificate in Introductory Agriculture
Certificate in Japanese Language and Culture
Certificate in Jazz
Certificate in Jewish and Christian Origins

Certificate in Labour Studies
Certificate in Mathematical Modelling
Certificate in Medical Language
Certificate in Music and Wellbeing
Certificate in One Health
Certificate in Peace Studies
Certificate in Precision Agriculture
Certificate in Professional Communication - Leadership and Negotiation
Certificate in Professional Communication - Persuasive Communication
Certificate in Professional Communication - Technical and Professional Writing
Certificate in Politics and Law
Certificate in Practical and Applied Arts
Certificate in Quantitative Geosciences
Certificate in Queer Theory, Gender Diversity, and Sexualities Studies
Certificate in Religious Literacy
Certificate in Secondary Technical Vocational Education
Certificate in Sedimentary Geography
Certificate in Spanish Language and Culture
Certificate in Speech Development and Diversity
Certificate in Statistical Methods
Certificate in Sustainability
Certificate in Technological Innovation
Certificate in Technical Innovation - Leading Innovative Teams
Certificate in Technical Innovation - New Product Market
Certificate in Ukrainian Studies
Certificate in Urban Design
Certificate in Water Science
Certificate in wîcêhtowin Theatre
Certificate of Leadership in Post-Secondary Education
Indigenous Business Administration Certificate
Internationally Educated Teachers Certificate
Kanawayiketaytan Askiy Certificate
Post-Degree Specialization Certificate
Post-Degree Certificate in English as an Additional Language
Post-Degree Certificate in Education: Special Education

Diplomas

Diploma in Agribusiness
Diploma in Agronomy
Kanawayihetaytan Askiy Diploma in Indigenous Lands Governance - K.A.I.L.G.
Kanawayihetaytan Askiy Diploma in Indigenous Resource Management – K.A.I.R.M.

4. Non-Degree Level Certificates

The following Non-Degree Level Certificates are authorized by the Provost and Vice-president Academic to be granted by the University:

Certificate in Dental Assisting
Certificate in English for Academic Purposes
Prairie Horticulture Certificate
Graduate Certificate in Teaching Preparation
Graduate Pathways Certificate
Graduate Professional Skills Certificate
STEM Accelerator Certificate

5. Community Level Certificates

The following Community Level Certificates are authorized by the Dean of a college (after consultation with the Provost and Vice-president Academic) to be granted by the University:

Master Gardener Certificate
Certified Crop Science Consultant
Arts and Artisanship Certificate

6. Microcredentials

The following microcredentials are authorized by the Dean of a college (after consultation with the Provost and Vice-president Academic) to be granted by the University:

Foundations in Science Communication
Fundamentals of Collaborative Research

II. AWARDING DEGREES, CERTIFICATES and DIPLOMAS

Degrees, Certificates and Diplomas may be conferred at the annual meeting of Convocation or at any other meeting of Convocation. The formal admission of candidates to degrees, certificates and diplomas shall, in the absence of the Chancellor, be made by the President (Vice-Chancellor), or by a member of the Council, appointed for that purpose.

Degrees may be conferred upon persons in absentia.

III. CANCELLATION OF DEGREES

Council may revoke the degree or degrees, diplomas, certificates and distinctions of the university and all privileges connected therewith of any holder of the same for cause or where the conduct of the holder,

in the opinion of Council and following due process under the Academic Misconduct regulations, shall constitute a breach of any agreement made with the University as a condition of the conferment of such degree or degrees, diplomas, certificates or distinctions. Council may restore, on cause being shown, any person so deprived to the degree, distinction or privileges previously enjoyed by that person without further examination.

IV. UNIVERSITY SCHOLARSHIPS

Under section 61(1)(d) of the *Act*, Council is authorized to grant scholarships, prizes, fellowships, bursaries and exhibitions. Under section 49(1)(i) the Board of Governors provides for the establishment of scholarships, fellowships, bursaries and exhibitions if authorized by Council.

V. THE ESTABLISHMENT OF COLLEGES, SCHOOLS AND DIVISIONS

1. In the University the following Colleges and Schools shall be established, namely:

- The College of Arts and Science
- The College of Agriculture and Bioresources
- The College of Law
- The College of Engineering
- The College of Pharmacy and Nutrition
- The College of Education
- The Edwards School of Business
- The College of Graduate and Postdoctoral Studies
- The College of Medicine
- The Western College of Veterinary Medicine
- The College of Dentistry
- The College of Kinesiology
- The College of Nursing
- The Johnson Shoyama Graduate School of Public Policy
- The School of Public Health
- The School of Environment and Sustainability

- (a) Within the College of Medicine, and subject to its oversight, the following school and program shall be established:

- The School of Rehabilitation Science

- (b) Within the College of Engineering, and subject to its oversight, the following school shall be established:

- The School of Professional Development, College of Engineering

- (c) Within the College of Arts and Science, and subject to its oversight, the following school shall be established:

- The School for the Arts

2. In the University the following Departments and Divisions shall be established, and such other departments as may from time to time be authorized by the Board on the recommendation of Council:

Agriculture and Bioresources

Departments

- Animal and Poultry Science
- Agricultural and Resource Economics
- Food and Bioproduct Sciences
- Plant Sciences
- Soil Science

Arts and Science

Departments

- Anthropology
- Art and Art History
- Biology
- Chemistry
- Computer Science
- Drama
- Economics
- English
- Geography and Planning
- Geological Sciences
- History
- Indigenous Studies
- Languages, Literatures and Cultural Studies
- Linguistics
- Mathematics and Statistics
- Music
- Philosophy
- Physics and Engineering Physics
- Political Studies
- Psychology and Health Studies
- Sociology

Edwards School of Business

Departments

- Accounting
- Finance and Management Science
- Human Resources and Organizational Behaviour
- Management and Marketing

Dentistry

No departments

Education

Departments

- Curriculum Studies
- Educational Administration
- Educational Foundations
- Educational Psychology and Special Education

Engineering

Departments

- Chemical and Biological
- Civil, Geological and Environmental
- Electrical and Computer
- Mechanical

Divisions

- Division of Biomedical Engineering

Kinesiology

No departments

Law

No departments

Medicine

Departments

- Anesthesiology
- Biomedical Sciences
 - Anatomy, Physiology and Pharmacology
 - Biochemistry, Microbiology and Immunology
- Community Health and Epidemiology
- Emergency Medicine
- Family Medicine
- Medical Imaging
- Medicine
- Obstetrics and Gynecology
- Oncology
- Ophthalmology
- Pathology and Laboratory Medicine
- Pediatrics
- Physical Medicine and Rehabilitation
- Psychiatry
- Surgery

Divisions

- Continuing Professional Development
- Division of Social Accountability

Nursing

No departments

Pharmacy and Nutrition

Divisions

Pharmacy

Nutrition

Veterinary Medicine

Departments

Large Animal Clinical Sciences

Small Animal Clinical Sciences

Veterinary Biomedical Sciences

Veterinary Microbiology

Veterinary Pathology

3. Under section 49 (1)(k) and (l) of the *Act*, the Board of Governors may provide for the establishment or disestablishment of any college, school, department, chair, endowed chair or institute if authorized by Council.
4. Under section 49(1)(l), the Board may provide for the disestablishment of any college, school, department, chair, endowed chair or institute if authorized by Council on academic grounds. If the Board considers disestablishment necessary because of financial exigency, section 49(2) requires the Board to consult with Council, and section 49(3) restricts implementation of the decision until (a) the Board has reported the decision to Council, and (b) Council has advised the Board respecting the effect of the decision on the academic program of the university or 60 days have passed from the date the Board reported the decision to the Council, whichever is earlier.
5. Under section 62(3)(c), a decision of Council to authorize the disestablishment of any college, school, department, chair, institute or endowed chair is to be reported to the Senate at its next meeting and is not to be implemented until either the Senate confirms the decision or 12 months have passed following the end of the fiscal year in which the decision was made, whichever is earlier.
6. Under section 23(j), Senate may receive proposals respecting the establishment of any college, school, department, or institute and recommend to the Board and the Council whether or not it should be established. Under section 23(l), Senate may consider and recommend to the Board and the Council whether or not any college, school, department or institute should be disestablished because of lack of relevance to the province.

VI. CONSTITUTION AND DUTIES OF FACULTY COUNCILS

1. Membership of the Faculty Councils

Faculty Councils of all colleges and schools shall include the following (*denotes non-voting members):

- (a) The President of the University*
- (b) The Provost and Vice-President, Academic* or designate
- (c) The Vice-President, Research*
- (d) The Vice-President, Administration and Chief Operating Officer*
- (e) The Vice-President, University Relations*
- (f) The Vice-Provost, Students and Learning*
- (g) The Vice-Provost, Indigenous Engagement*
- (h) Chief Information Officer and Associate Vice-President Information and Communications Technology*
- (i) The Dean of the college, or the Executive Director of the school, when the school is not encompassed within a college
- (j) The Dean of the College of Graduate and Postdoctoral Studies or designate
- (k) The Dean of the University Library or designate*
- (l) The University Secretary or designate*
- (m) The University Registrar or designate*
- (n) Such other persons as University Council may, from time to time, appoint in a voting or non-voting capacity;
- (o) Such other persons as the Faculty Council may, from time to time appoint in a non-voting capacity*
- (p) Those Professors, Associate Professors, Assistant Professors, fulltime Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the college of

The individual College and School Faculty Council memberships are comprised of the members listed above and those specified in their respective Faculty Council Bylaws available at:

<https://governance.usask.ca/governance/governing-documents.php>

The University Secretary, or an assigned deputy, shall act as Secretary of each Faculty Council.

2. Roles and Responsibilities of the Faculty Councils

The Faculty Council of each college or school, subject to the provisions of the *Act*, the Bylaws of University Council and the general control of University Council, shall have charge of matters of scholarship and discipline.

- (a) Among the duties delegated by University Council to the faculty councils are the following:
 - I. To make recommendations to University Council concerning the requirements for admission to programs offered by the college or school;

- II. To establish and report to University Council on the number of students who may be admitted to a college or program of study and to report to University Council on the number of students admitted each year;
 - III. To make recommendations to University Council concerning addition, deletion or modification of courses and programs of study, and concerning the requirements for successful completion of such programs;
 - IV. To establish and publish rules and methods for the progression and graduation of students and for their suspension or requirement to withdraw permanently for failure to meet the requirements for progression;
 - V. Subject to University Council's examination regulations, to establish and publish rules and standards with respect to the assessment and examination of students in courses and programs offered by the college or the school;
 - VI. To make decisions concerning progression of students and concerning their suspension or requirement to withdraw, in accordance with the rules approved by the faculty council, and to hear appeals of such decisions;
 - VII. To approve candidates for degrees, diplomas and certificates;
 - VIII. To approve candidates for scholarships, prizes, and other awards and honours;
 - IX. To establish a mechanism for appointing hearing boards to hear allegations of academic misconduct as provided for under University Council's regulations governing academic misconduct;
 - X. To consider appeals from students in accordance with University Council's regulations governing student appeals in academic matters.
- (b) The Chair or the Secretary of the Faculty Council of any college or school shall transmit to University Council for consideration and review all matters which belong to the care of University Council or which from their nature concern more than one college or school.
- (c) Each Faculty Council shall establish bylaws for the purpose of regulating the conduct of its meetings and proceedings and may establish standing committees and their terms of reference. Authority that has been delegated by University Council to the Faculty Councils, either in accordance with these Bylaws or through policies approved by University Council, may not be further delegated without the permission of University Council.
- (d) Each Faculty Council shall keep a record of its proceedings and this record shall be open to any member of the faculty council. A copy of the proceedings shall, upon request, be furnished by its Secretary to the Chair of University Council and/or to the President of the University.

VII. PROGRAMS OF STUDY

Under section 61(1)(f) of the *Act*, Council is authorized to prescribe curricula, programs of instruction and courses of study in colleges, schools or departments.

Each college or school Faculty Council shall prepare its program or programs of study, including the curriculum for any degree of that college or school, and shall submit them to Council for approval under regulations established for that purpose by Council. Upon the approval of Council, they may be published and go into effect.

VIII. ENROLMENT MANAGEMENT

The University reserves the right to restrict the registration of students in programs, courses and classes. Council delegates to colleges, schools and departments, in consultation with the University Registrar and Vice-Provost, Students and Learning, authority to restrict and to control registration in any or all courses and classes where such restriction is necessary or advisable.

Subject to the approval by Council and confirmation by Senate of a strategic enrolment management plan, Council delegates to colleges and schools the management of enrolment in accordance with the approved plan.

IX. ADMISSION OF STUDENTS

Under section 61(1)(i) and (l) of the *Act*, Council is authorized to prescribe academic and other qualifications required for admission as a student, and to prescribe and limit the number of students who may be admitted to a college or a program of study. Subject to the authority given to Senate under the *Act*, Council will approve admission qualifications for all programs. Upon the approval of Council and subject to any necessary approvals by Senate, these may be published and go into effect.

1. Council may establish policies, regulations and procedures concerning admission of students and granting of credit for prior learning.
2. In accordance with these regulations, Council may delegate to Faculty Councils and/or to the Admissions Office responsibility for setting application deadlines and for the assessment of applications and for making admission offers in accordance with the admission qualifications approved by Council.

X. EXAMINATIONS, GRADING AND ASSESSMENT OF STUDENTS

Under section 61(1)(g) and (j) of the *Act*, Council is authorized to prescribe methods and rules for evaluating student performance, including prescribing examination timetables and the conduct of

examinations, and to hear appeals by students or former students concerning academic decisions affecting them.

1. The examiners of the University shall be:
 - (a) The Professors, Associate Professors, Assistant Professors, Lecturers, Special Lecturers, Sessional Lecturers and Instructors of the University;
 - (b) Such other Lecturers or teachers of the University as Council may appoint;
 - (c) By delegation from Council, such adjunct faculty, professional affiliates, Professors emeriti and external and independent examiners, not included in (a) or (b), as the College of Graduate and Postdoctoral Studies may appoint to serve on graduate studies examining committees and boards for the purpose of assessing candidates for graduate-level degrees and diplomas.
2. Council may establish policies, regulations and procedures concerning the examination, grading and assessment of students and concerning the degrees and distinctions to be conferred by the University, as well as policies, regulations and procedures governing student appeals in academic matters. Such policies, regulations and procedures may include delegation of authority by Council and shall be published and made available to students.
3. Section 23(g) of the *Act* authorizes the Senate to appoint examiners for and make bylaws respecting the conduct of examinations for professional societies or other bodies if the University or any of its agencies is required or authorized by any act to do so.

XI. AFFILIATION AND FEDERATION

1. Under section 61(1)(e) of the *Act*, Council has the power to authorize the Board to provide for affiliation or federation with any educational institution, or the dissolution of any affiliation or federation with any educational institution. Under 62(3)(d), a decision to authorize the dissolution of any affiliation or federation is to be reported to the Senate at its next meeting and is not to be implemented until either the Senate confirms the decision or 12 months have passed following the end of the fiscal year in which the decision was made, whichever is earlier.
2. Under 23(k) and (l), the Senate may receive proposals respecting the affiliation or federation of any educational institution with the university and recommend to the Board and Council whether or not the proposed affiliation or federation should be made. Senate may also consider and recommend to the Board and Council whether or not any affiliation or federation should be dissolved because of lack of relevance to the province.
3. Principles for federation and affiliation with the University of Saskatchewan, which are representative of the current relationships with federated and affiliated colleges, and are the basis for considering future requests, are as follows.
 - (a) Relationships of affiliation or federation should be based on academic interests shared by the University and the candidate institution. Though it is possible to conceive of many

reasons for entering into partnerships or collaborative relationships with other institutions – sharing space or other resources or joining together in government relations initiatives, for example – the particular relationship of affiliation or federation should be founded in common academic goals and interests, such as programming for students or advancing a research agenda.

- (b) Relationships of affiliation or federation should be based on shared support for the University's vision, mission and values. The governing bodies of the University of Saskatchewan have adopted a statement setting out the vision, mission and values that will guide the institution. Though the University cannot require that other institutions are guided by identical values or an identical mission, the university can only enter into relationships of affiliation or federation on terms that are consistent with the values held by the University and the vision it has adopted.
- (c) The University should approach the request for a relationship of federation or affiliation in a spirit of respect for the distinctive history, traditions and achievements of the candidate institution. Though the University should not enter into relationships of affiliation or federation on terms that undermine the stated vision, mission and values of the institution, the University should not demand that an affiliated or federated institution conform in all respects to the University's established practices and procedures. The rationale for creating relationships of affiliation or federation is in part that the University is enriched by the distinctive perspectives brought by the partner institutions.
- (d) The significant elements of a relationship of affiliation or federation should be reflected, insofar as possible, in written agreements. Though strong partnerships are marked by flexibility, informality and vigorous personal connections, it is important that the basic terms to which the partners have agreed are clearly documented in writing.
- (e) Consideration should be given to the reciprocal contributions that can be made by the university and the candidate institution. Though the University is likely to be the larger partner in these relationships, the formation of the partnership should take into account fully the contributions both parties can make to the lives of their respective institutions.
- (f) Provision should be made for regular review of the relationship with the candidate institution. The potential for refreshing and reforming the relationship should be provided for through a regular cycle of reviews. Academic institutions are not stagnant, and their relationships should be examined on occasion to ensure that the goals for the partnerships are being met effectively.
- (g) Consideration should be given to developing clear pathways for students between programs offered by the university and the candidate institution. In keeping with the obligation of post-secondary institutions to support the career aspirations of their students, the question of whether a relationship of affiliation or federation provides an

opportunity to establish academic pathways or ladders for students should be a factor in defining the relationship.

- (h) Consideration should be given to the role the candidate institution might play in the governing bodies of the university. *The University of Saskatchewan Act 1995* provides that affiliated and federated institutions have representation on both Council and the Senate. The partners should consider how this opportunity to participate in university governance can be most effectively deployed. A Council of Affiliated and Federated Institutions (CAFI) will be established to that effect.
- (i) Consideration should be given to whether an alternative form of partnership might be more appropriate. Given the involvement of affiliated and federated institutions in University governance, it is clearly contemplated that these relationships will be of a comprehensive nature. Where the interest of the parties is restricted to individual programs or projects, there may be other forms of relationship that are more appropriate.
- (j) The academic standards and integrity of the candidate institution should be a factor in determining whether the university will enter into a relationship of affiliation or federation. It is important to the university that any candidate institution be able to demonstrate standards of academic attainment and institutional integrity that will be consonant with the level of expectation to which the University holds itself.

4. Affiliation

- (a) The aim of affiliation is to associate with the University for the purposes of promoting the general advancement of higher education in the province, those institutions which are carrying on work recognized as of university grade by Council of the University, where such association is of mutual benefit to the University and the institution seeking affiliation.
- (b) The following theological colleges are affiliated with the University:
 - College of Emmanuel and St. Chad
 - Lutheran Theological Seminary
 - St. Andrew's College
 - Horizon College and Seminary
 - Briercrest Bible College and Biblical Seminary
- (c) The requirements for the affiliation and continued affiliation of theological colleges with the University are:
 - i. That the theological college may offer at least three courses for which credit is given by the University toward a degree.
 - ii. That the normal admission requirements of the theological college be at least equal to those of the University.

- iii. That students who receive the graduation diploma of the college shall normally have a minimum of one year of Arts credit other than theological options beyond senior matriculation.
- iv. That the qualifications of the faculty including graduate work, the expected proportion of holders of PhDs on the faculty, and the adequacy of the library facilities be approved by Council of the University.
- v. That, except in cases of emergency as recognized by Council of the University, the minimum number of full-time students who qualify under regulation (b) above be not less than an average of twelve students per year over any or every period of three consecutive years.
- vi. That, the course of studies leading to the graduate diploma of the college should normally require a period of at least three academic years for completion.
- vii. That an institution which is seeking affiliation with the University of Saskatchewan must institute tenure provisions acceptable to the University but not necessarily equivalent to the University academic tenure regulations.

(d) Gabriel Dumont College of Metis Studies and Applied Research is an Affiliated College with the University.

(e) St. Peter's College is an Affiliated College with the University.

St. Peter's College

Students taking courses at St. Peter's College for university credit must be admitted to the University of Saskatchewan as well as to St. Peter's College. For work done in St. Peter's College, the University may give credit provided that the following conditions are met:

- I. That the courses to be credited to the University are considered by the University to be equivalent in quality to its own courses.
- II. That the offering of each course and the appointment of its instructor are approved by the appropriate official of the University, with the concurrence of the University of Saskatchewan Department Head, Dean or Director concerned.
- III. That the library and other facilities of the College for a given course are judged adequate by the University, with the concurrence of the University of Saskatchewan Department Head, Dean or Director concerned.
- IV. That the final examinations are conducted by examiners appointed or accepted by the University in accordance with university examination regulations; that the examination papers are approved in advance by the University department, faculty, or school concerned, which may also review the marked answer papers before the final results are reported to the University Registrar and Director of Student Services.
- V. That an upper-year student of the University is permitted to register at the College only part-time i.e. for a maximum of two full courses.

- VI. That a student may not receive credit for more than two years (10 courses) of work at the College, of which not more than one year (5 courses) may consist of upper-year courses.
- VII. Colleges which have been or shall be recognized by Council as federated colleges of the University shall be considered to be in affiliation with the University.

5. Federation

- (a) The requirements for recognition as a federated college of the University shall include the following:
 - i. The College must be authorized by the University to give courses recognized for credit toward a Bachelor of Arts degree in the subjects of at least four departments of the College of Arts and Science.
 - ii. The members of the College teaching staff, teaching the above University courses or classes, must possess qualifications sufficiently high to be recognized as members of the Faculty of Arts and Science and shall be so recognized.
 - iii. The College must be situated on or adjacent to the campus at Saskatoon.
- (b) St. Thomas More College is a Federated College with the University.

St. Thomas More College, Saskatoon

St. Thomas More College, Saskatoon, which is hereinafter referred to as the College, shall be recognized as a federated college upon the following terms and conditions:

The officers and faculty of the College, as indicated, are entitled to full membership with power to vote, on the following academic bodies:

The Senate: The President to be a member.

The General Academic Assembly: The Dean, Professors, Associate Professors, Assistant Professors, full-time Lecturers, Special Lecturers and Instructors to be members.

The Council: either two elected representatives, or the Dean and one elected representative. The President to be a non-voting member.

The Faculty Council of the College of Arts and Science: The Dean, Professors, Associate Professors, Assistant Professors, full-time Lecturers, Special Lecturers and Instructors teaching courses recognized for the B.A. or B.Sc. degrees to be members.

Students enrolled in the College who have satisfied the University requirements for admission shall be admitted to such University courses as they are qualified to enter and continue therein on the same terms as other University students, provided the fees required for such courses have been paid. Students enrolled in the University may, with the permission of the College, take courses in the College recognized for the B.A. and B.Sc. degrees provided that the fees required for such courses have been paid. The conditions will apply provided the same tuition fee is required by both the College and the University.

The foregoing provision with regard to the tuition fee for the Arts and Science courses applies to the pre-professional courses.

All students enrolled in a professional college or school must pay the University the full tuition fee required for each year of the professional program, though the University may grant credit for any course or courses taken in the College and accepted by the College of Arts and Science for the corresponding course required in a professional program.

Academic appointments to and promotions within the College shall be made by the Board of Governors of the College, on the recommendation of the President of the College but prior to making such appointments or promotions, the President of the College shall secure the approval of the President of the University.

The University will recognize the instruction given by the College in subjects in the divisions of the humanities and social sciences, and such other subjects as may from time to time be agreed upon with the College of Arts and Science, or other appropriate college, provided that the instruction is given by competent teachers and that the work done in each course is equivalent in extent and standards to that given by the University. This equivalence is to be determined by the Head of the Department in the College and the Head of the Department in the University working out in cooperation the extent of the courses, the standard and all the particulars pertaining to the subjects, including the examinations to their mutual satisfaction or, in cases of difficulties, to the satisfaction of the President of the University.

The University shall confer the B.A. or B.Sc. Degree on such students of the College as have satisfied the requirements prescribed by the University for admission and for the B.A. or B.Sc. curriculum.

American Institute of Parliamentarians

Standard Code of Parliamentary Procedure, 2nd Edition

Summary Guide

Part 1: Purpose of this Document

This document was prepared by the USask Governance Office and approved by the Governance Committee of Council. It provides an overview of meeting procedures for members of University Council and its committees. It is not intended to be completely comprehensive—rather, it provides a helpful summary of procedural matters. At times, this document includes editorial remarks on how often certain matters would typically arise or how they might be used. This is not intended to be definitive or absolute, but is included to help readers of this document know where to focus their attention.

This document attempts to make procedure accessible to support the goal of good governance.

For more information on procedural matters, refer to:

- [*University Council Bylaws and Regulations*](#).
- *American Institute of Parliamentarians Standard Code of Parliamentary Procedure, 2nd Edition*.

Throughout this document, specific parts of the bylaws will be cited using the following format: Part X, section Y, clause Z. The *Standard Code* will be cited by chapter (Chapter X) or by paragraph (§X.X).

Part 2: Background on Parliamentary Procedure

Parliamentary procedure is the rules and customs for conducting meetings. Procedure supports good governance by ensuring that meetings unfold in an orderly, fair, and efficient way that allows for decisions to be made.

Although parliamentary procedure manifests itself through specific rules regulating motions and processes for meetings to follow, all parliamentary authorities (the books of rules that govern debate) are based on the same general principles. By understanding these principles, the specific rules that follow can make much more sense. Without understanding these principles, the rules can seem arbitrary and are more difficult to learn in theory and apply in practice. These underlying principles, along with some of the ways they manifest, are:

- 1) *The Right of Association*: Assemblies hold meetings on a knowable calendar, these meetings are communicated to members, and the meetings involve the opportunity for discussion.
- 2) *Equality of Members*: All members of an assembly have the same rights (although others can have additional responsibilities), no one votes twice, and all members can participate.
- 3) *Majority Decision, Minority Voice*: Decisions are made through votes in which the majority decides and the voices of minority viewpoints must be heard to inform decisions. It is because of this principle that motions to limit debate or to suspend the rules require two-thirds of votes to pass—that is, a smaller minority can veto these decisions to alter the conduct of debate.
- 4) *Predictability of Process*: Meetings must be conducted in a way that is predictable, knowable, and fair. Processes cannot be applied arbitrarily or fabricated from nothing.
- 5) *The Right to be Informed*: Members have the right to be informed about decisions and can ask questions about process, the implications of a decision, or the background on a matter.

The *Standard Code* is the parliamentary authority used by University Council, and it is intended to be a complete set of rules with simplified motions and modern practices (Chapter 1). A parliamentary authority supplements and does not overrule the bylaws of an organization.

Role of the Chair

The role of the Council chair is “to preside over all meetings of Council. The chair’s duties are to preserve order and decorum and, subject to appeal, to decide all questions of order and other questions as provided in the bylaws” (Part I, section 3, clause 3(d)).

The *Standard Code* provides guidance for the role of “skill and art” (§28.1) of serving as chair, such as:

- “The [chair] must maintain control of meetings yet must always act primarily to assure that the members are able to make collective decisions in a respectful and thoughtful manner” (§27.5).
- “The [chair] must meet each situation with flexibility of judgment, common sense, and fairness to all members—always acting impartially and in good faith, instead of being limited to mechanical responses” (§27.7).
- “The [chair] should encourage discussion and should see that all sides of a controversial question are examined” (§27.9).

Role of the Secretary

In line with *The University of Saskatchewan Act, 1995*, the secretary is an officer of the university (s. 77). The *Act* also says that “Unless the council decides otherwise, the secretary is the secretary to council” (s. 55). The *Standard Code* refers to the secretary as the “chief recording and corresponding officer” (§27.28). The secretary can provide guidance to the chair on procedural matters, but ultimately the chair is the one responsible for making a ruling and guiding the assembly.

Part 3: Motions

A motion is a proposal to an assembly to perform a certain action or adopt a certain stance—they are the means by which the business of an assembly is conducted. Generally speaking, putting a motion before the assembly requires three steps:

- 1) Be recognized by the chair,
- 2) State the motion, and
- 3) Someone seconds the motion, meaning they agree the motion should be before the assembly.

After this happens, debate occurs and it is ultimately concluded with a vote. In certain circumstances, the above steps can change—refer to Appendix A for more information. Only one motion can be considered at a time, and Appendix A also gives a ranking of which motions get considered first.

To be recognized at University Council, you can either line up behind the microphone or signal to the chair that you wish to speak (for in-person attendees) and you can use the chat feature in Zoom to indicate you wish to speak (for online attendees). Voting is done by show of hands or voting cards for in-person attendees and through polling features for online attendees.

The University Council bylaws require that substantive motions made in Council require notice provided to the members of Council (Part 1, section 3, clause 5(f)). The majority of these motions

come from Council committees, such as proposals to create or modify academic programs or nominations to fill certain vacancies. However, individual members of Council can submit motions for consideration to the Executive Committee—this committee will then “either include the motion on the Council agenda or refer the matter to a standing committee(s), which will then report back on the matter to the Executive Committee and Council” (Part 2, section 4, clause 2).

Main Motions (Chapters 12 and 13)

Main Motion (Chapter 12)

Main motions are the most important and most frequently used motions. They bring substantive proposals before an assembly for consideration and action. Adopting a main motion binds the organization to a certain action.

Although it is the most important type of motion, it is also the lowest ranking motion, meaning that various other motions can be applied to it (see sections that follow for more information).

Examples of main motions in Council include:

- A proposal from the Academic Programs Committee to modify or create a new program.
- A proposal from the Planning and Priorities Committee to disestablish a centre or department.
- Nominations from the Nominations Committee to fill various upcoming vacancies on Council and other university-level committees.
- A proposal from any committee to amend a certain policy under its purview.

The *Standard Code* also has six purpose-specific main motions that, while generally work like a regular main motion, have slight nuances and are described below.

Motion to Rescind (§13.42–13.47)

The motion to rescind is used to repeal a main motion that was adopted at a previous meeting. There is no time limit on rescission, but rescission does not apply to portions of the motion that have already been carried out. A motion to rescind requires the same notice period and process as the original motion (that is, if ten days of notice were required for a motion, ten days of notice are required for rescission).

Motion to Reconsider (§13.28–13.41)

The motion to reconsider allows an assembly to vote again on a main motion that was dealt with at the same meeting. If passed, the initial main motion is brought before the assembly again.

Motion to Recall from a Committee (§13.24–13.27)

The motion to recall from a committee brings a matter back to a larger assembly that has previously been specifically referred by that assembly to a specific committee. This brings the original main motion (and any amendments) or the subject matter back before the assembly.

Motion to Ratify (§13.14–13.23)

A motion to ratify is used by an assembly to legitimize an action taken that was previously not legitimate—say, for example, if a previous motion was made without quorum or if a previous meeting was not properly called. This type of situation is very rare at University Council.

Motion to Amend a Previous Action (§13.9–13.13)

The motion to amend a previous action modifies a motion that we adopted at a prior meeting, so long as it has not yet been executed. This type of motion is not retroactive, so it has a limited use case.

Motion to Adopt in Lieu Of (§13.3–13.8)

In special circumstances, if there are several related main motions, the motion to adopt in lieu of allows an assembly to adopt one main motion and simultaneously dispose of other related motions. This motion would typically be used at conventions when members submit individual motions on a certain subject. Because of the requirement for notice of substantive motions and the Executive Committee's role in setting Council agendas, this is largely inapplicable to University Council.

Subsidiary Motions (Chapter 14)

A subsidiary motion helps change, deal with, or control debate relating to an existing motion. They alter a motion or impact the way it is being considered. Subsidiary motions help to *process* main motions—such as through amendment, postponement, or referring to a committee. Because they apply to the main motion, they take precedence over it and are voted on first.

Subsidiary motions that impact the conduct of debate require a two-thirds majority to pass—for more information, refer to Appendix A. When any subsidiary motions are made and seconded, debate on the original motion stops and the assembly takes up consideration of this new motion.

Motion to Table (§14.116–14.124)

The motion to table disposes of a main motion without directly voting on it. Unlike the motion to postpone to a certain time (see below), the motion is tabled indefinitely and it requires someone to intentionally renew it for a future meeting (using the general processes bringing a motion forward to University Council). It is generally used when the assembly (or certain members of the assembly) want to avoid directly voting on the motion because it is seen as objectionable or divisive.

Motion to Close Debate and Vote Immediately (§14.100–14.115)

The motion to close debate and vote immediately stops debate on a motion and makes it so that no motions of a lower precedence can be applied to it. In other parliamentary authorities, it is often referred to as 'calling the question.' This type of motion itself is not debatable, requires a two-thirds majority to pass, and only parliamentary inquiries are in order (for members to ask for clarification as to what is happening). If passed, the chair immediately goes to a vote on the motion (or motions) to which it was applied.

Motion to Limit or Extend Debate (§14.87–14.99)

The motion to limit or extend debate limits or extends the time devoted to discussion of a motion (or select motions). This motion can also alter limitations or extensions that were previously adopted by the assembly. This can include altering the length of overall time dedicated to an item, the number of times individuals may speak, or the length of individual speeches (or some combination of the three). For University Council meetings, meetings are scheduled from 2:30–4:30, and going beyond this time would also require a motion to extend debate (with a two-thirds majority to pass).

Motion to Postpone to a Certain Time (§14.63–14.86)

A motion to postpone to a certain time delays consideration of a motion until a designated time, place on the agenda, event (such as the arrival of a certain person), or future scheduled meeting. The wording of the postponement must be exact or unambiguous. The motion to postpone requires a majority, unless it is postponed to a specific time in which case it requires a two-thirds majority.

Motion to Refer to a Committee (§14.52–14.62)

The motion to refer to a committee transfers a pending motion or issue to a committee for their consideration. This can help with in-depth analysis, to be more efficient with time, or to deal with a sensitive or complex matter. A matter can be referred to a special or standing committee with either delegated authority to act or instruction to recommend a course of action to the larger assembly.

Motion to Amend (§14.2–14.51)

The subsidiary motion to amend alters something about a main motion. It does this in one of three ways:

- 1) Amendment by inserting (adding certain words),
- 2) Amendment by striking out (deleting certain words), or
- 3) Amendment by striking out and inserting (also referred to as substitution).

When a main motion is made and a member feels it could be made better by changing its wording, the motion to amend allows this to happen.

Amendments must be *germane*: that is, they must be relevant to the motion it is seeking to change. Additionally, amendments can be *hostile*: that is, they can be opposed to the intent of the original motion. However, amendments cannot simply turn the affirmative wording of a motion into the negative. For example, if the main motion before University Council was to express concern to the Board of Governors about a budgetary decision:

- An amendment that changed “concern” to “support” would be in order, even though the amendment is opposed to (or hostile to) the general intent of the original motion.
- An amendment that inserted “not” before “express concern” would not be in order—it is the direct negative of the original motion. In general, motions to not do something are out of order because they have the same impact as not passing the motion.

It is also possible to amend an amendment, and this is called a *secondary* amendment. Secondary amendments cannot be further amended. Sometimes, when it is assumed that a proposed amendment is non-controversial, the chair may ask for the general consent of the assembly to adopt an amendment. If a member objects to this, then a formal vote on the amendment is held. If an amendment passes, either by general consent or a formal vote, then the motion is amended and debate resumes on the amended motion.

Privileged Motions (Chapter 15)

Privileged motions deal with basic member rights and actions of the assembly as a whole that require immediate action. They have no direct connection with the main motion before the assembly. Because of this urgency, they have the privilege of being considered ahead of other motions.

Motion to Adjourn (§15.25–15.47)

A motion to adjourn ends a meeting in its entirety (or, much less commonly, ends a sitting or session of a meeting and sets a time for the meeting to continue). Because it ends the meeting, the chair should call to the attention of the assembly if important matters remain on the agenda. After a vote on adjournment, the meeting is not adjourned until the chair declares it so. If a meeting is adjourned in the middle of an item of business, that item should be first on the agenda at the next meeting.

However, the process described above would be very atypical at the University of Saskatchewan. Typically, instead of holding a formal vote on adjournment, the chair—when and only when the business of the meeting is concluded and nothing is remaining on the agenda—calls for a motion for adjournment. This motion does not require a seconder. Because the agenda is concluded and no member raised other business, it has the effect of adjournment through general consent and the chair declares the meeting adjourned.

Motion to Recess (§15.16–15.24)

A motion to recess creates a break in the meeting and sets a time for the meeting to resume. If a specific time is not set to reconvene, it must be possible to easily communicate that the meeting has resumed to the members who are present.

Question of Privilege (§15.2–15.15)

A question of privilege lets a member raise an issue that requires immediate action on something impacting the health, safety, comfort, or integrity of members. These can deal with either the assembly as a whole or a subset of members. Examples would be audio issues that prevented members from participating in the meeting or something that greatly impacts the integrity of a member.

Incidental Motions and Requests (Chapter 16)

Incidental motions and requests arise out of the business of the assembly and the conduct of the meeting. They do not relate directly to the main motion. They have no order of precedence and are dealt with prior to the business from which they arose. These motions may be offered any time when they are applicable. Incidental matters are split into two larger categories: *motions* (require a seconder and generally must be voted on by the assembly) and *requests* (do not require a seconder or a vote).

Motions

Motion to Appeal (§16.32–16.46)

A motion to appeal is used when a member disagrees with the ruling of the chair, such as on a point of order, a point of privilege, or more generally on something that was allowed or disallowed by the chair. A motion to appeal challenges the chair's ruling and has the entire assembly vote on whether to uphold or overturn the chair's ruling. Appeals are allowed on something that requires judgement—statements of fact are not open to appeal (such as the result of a tally vote or the reading of a provision of the bylaws).

Motion to Suspend the Rules (§16.2–16.18)

A motion to suspend the rules is used when the rules of procedure get in the way of accomplishing some specific purpose. This motion applies only to rules of procedure and cannot override

provisions in the bylaws, such as quorum or notice requirements. Such a motion only suspends the rules for a limited time and to accomplish a specific purpose—as soon as this purpose is complete, so too is the suspension. For example, the rules may be suspended if the assembly is dealing with a series of subsidiary motions and amendments to amendments that have gotten overly confusing. If there is a desire to essentially start over with a singular, simplified motion, this would involve suspending the rules to do so.

Motion to Consider by Paragraph (§16.78–16.85)

Considering by paragraph (or section) splits a larger proposal into a series of smaller proposals that can then be debated (and amended) individually. After all sections are dealt with, there is then one final vote on the proposal as a whole. This allows the assembly to focus on one section at a time without haphazardly moving around.

Motion for a Counted Vote (§16.91–16.94)

A motion for a counted vote is used if a member doubts the chair's declaration on the outcome of a vote—that is, that there was a mistake in counting. The chair can either automatically agree with the call for a counted vote and begin to undertake this or, if the chair does not agree this is necessary, the motion to call for a counted vote must be seconded and voted upon to pass.

Requests

Point of Order (§16.19–16.31)

A point of order is used to draw the attention of the chair to a procedural error. It interrupts business until a ruling on the matter can be made by the chair. Although the chair is the primary person responsible for enforcing procedure in a meeting, if the chair fails to do so another member can call attention to this by raising a point of order immediately after the mistake. After a point of order is raised, the chair rules on the matter, either agreeing or disagreeing that the rules were broken and offering a path forward for the assembly.

Inquiry (§16.47–16.61)

Inquiries allow members to ask questions to inform their decision making. *Parliamentary inquiries* are directed to the chair about meeting process. *Factual inquiries* are directed to the chair or through the chair to a speaker to get substantive information or clarification on a matter before the assembly. Being informed about the matters before an assembly and having the ability to ask questions is one of the fundamental underlying principles to parliamentary process—the ability to raise an inquiry is a core right of a member.

The formal way to raise an inquiry is to rise and state that you have an inquiry, have the chair ask what your inquiry is, and then to state it. This is rather cumbersome, so the typical way would be for a member to just ask their question after being recognized by the chair.

Request to Withdraw a Motion (§16.62–16.68)

A request to withdraw a motion can be made by the mover of the motion to remove (or request to remove) the motion from consideration. The mover of a motion can unilaterally withdraw the motion if (and only if) the chair has not stated or introduced the motion to the assembly (this scenario would be exceedingly rare). The mover of a motion can request to withdraw a motion at any point after the chair has stated or introduced the motion to the assembly. For example, if a motion was put forward, debate ensued, and it seemed to be the will of the assembly that this

matter should be dealt with later due to lingering uncertainty, the mover of the motion could request that the motion be withdrawn. Generally, in these circumstances the motion would be withdrawn at the chair's request for general consent (or, in the absence of general consent, by a majority vote).

Note: After it has been introduced by the chair to the assembly, the mover no longer 'owns' the motion and the motion instead belongs to the assembly, and as such the mover cannot unilaterally withdraw it.

Division of the Question (§16.69–16.78)

Division of the question allows for a motion composed of multiple parts to be voted on separately, assuming that each part of the initial motion can be independent from the others. If division of the question is requested by a member, the chair can rule that the motion be separated into two or more parts, each of which is voted on separately (and the original mover and seconder then become the mover and seconder for each of the newly divided motions).

For example, if there was a motion at Council to disestablish Centres A, B, and C, this motion could be divided into three different motions that could be dealt with separately. If, however, there was a motion to establish a new program and the new program begin being offered in a certain year, then this motion could not be divided—if the motion to establish the new program failed, a motion to have it begin being offered in a certain year would not stand up on its own or make sense.

Division of the Assembly (§16.86–16.90)

Division of the assembly is the term used for when a member requests a standing vote or a show of hands after an unclear voice vote. Since the University Council bylaws automatically default to a show of hands (or an online vote), this is not relevant for Council.

Part 4: Meeting Overview

This section provides an overview of typical (but not exhaustive) processes that unfold at Council meetings. The Executive Committee sets the agenda for each meeting, so this is subject to change.

Call to Order

The meeting is called to order after quorum is attained. Quorum is 40% of members for Council (Part, section 3, clause 1(a)). If quorum is not present, no business can be transacted, but information items can still be heard and discussed. It is important to note that quorum is something that a meeting has, and each individual vote within that meeting does not require a quorum of members voting (that is, members can abstain from voting).

The chair is responsible for notifying the assembly if it appears quorum is lost during a meeting. Alternatively, any member can request a quorum count during a meeting. If quorum is lost, no further decisions can be made. A question of quorum cannot be retroactively asked later in a meeting to challenge the legitimacy of a vote that has already occurred—it must be raised at the time of voting.

Approval of the Agenda

The agenda, along with meeting materials, is circulated in advance of Council meetings. It is adopted by a majority vote. If there are minor amendments to the agenda, such as changing the order of

items or adding a new information report under “Other Business,” this can be adopted by majority vote or by general consent. If, however, a substantive matter is added to decision, this can only be done through a two-thirds majority vote (Part 1, section 3, clause 5(f-g)). Being properly informed is a foundational principle of parliamentary procedure, and providing notice helps to protect members (§20.2).

The *Standard Code* allows for considerable flexibility in the treatment of an agenda, unless there are specific times listed for specific items. It states: “the use of an adopted agenda does not preclude other items of business from being added, deleted, or moved around on the agenda during the meeting.... An agenda is flexible and may be changed by general consent or majority vote” (§21.13).

Chair’s Remarks

This section of the meeting is used for the chair to provide updates on various matters, such as the work of the Council Executive, the work of other governing bodies, or the work of the university more broadly.

Approval of the Minutes

The minutes serve as the official record of business of an assembly. Draft minutes are circulated in advance. Members can suggest corrections to the minutes, and these are often approved by general consent. If there is disagreement about if a change should be made, the vote on approving the minutes can be postponed or there can be a formal vote on any amendments to the minutes. For more information on minutes, refer to *Guidelines for Council Minutes*.

Business Arising

This section of the meeting is used to follow up on matters from the previous meeting, such as questions that could not be answered at the time of the meeting or to correct any errors that were made or stated. The Governance Office, senior leadership, or Council members may request in advance that items be included under Business Arising at the next meeting, and materials can be provided in the meeting package as determined by the Executive Committee. Additionally, at the meeting itself, Council members can identify business arising from the minutes.

Decision Items

Decision items are main motions: they propose some change for Council to enact for the university, such as a program change, an academic restructuring, or a policy amendment. Reports are provided to Council with information, and the vast majority of decision items are presented upon the recommendation of one of the committees of Council. Motions that come from a committee are moved by the presenter (generally the committee chair) and do not require a seconder (§10.17). After the presentation of the motion, there is opportunity for debate and questions (as well as the opportunity for other motions to be applied to this motion, such as amendments). Decision items to alter the *Council Bylaws and Regulations* require a two-thirds vote to pass.

Notices of Motion

Certain decision items either *can have or require* additional notice provided to Council to enable members to consider the substance of a motion for a longer time. Changes to bylaws, including faculty council bylaws, require 30 days notice (Part 1, section 3, clause 5(e)). Additionally, other decisions *can* be presented at a meeting before it is scheduled to be voted on as a means of allowing more opportunity for feedback, such as a significant policy change.

When notices of motion are provided, a report on the matter is provided to Council and debate and discussion can happen at this time or when the request for decision happens at a subsequent meeting. Providing notice for meetings (as is done through the distribution of an agenda) is meant as a way of protecting or enhancing the rights of members to be informed, and having a longer notice period helps strengthen these in special circumstances.

Information Items

Committees will also present information reports to Council that are not accompanied by a motion, such as a summary of academic misconduct matters, reports on the responsible conduct of research, or updates on the strategic plan. Additionally, at each meeting there are generally reports from the President, the Provost, the University of Saskatchewan Students' Union, and the Graduate Students Association. Questions can be asked on any of these reports.

Other Business

This section of the meeting is for members of Council to raise additional issues or for reports on emergent or important topics to be 'walked in' to the meeting for consideration.

Question Period

This section of the meeting is for members to ask questions about matters facing the university. Most often, these questions are addressed to members of the university's administration, but they can be directed to different committees of Council or other entities.

Adjournment

After the business of the agenda has concluded and there are no further questions in question period, the chair will call for a motion to adjourn the meeting. Because no member raised additional business or asked additional questions, Council has essentially agreed through general consent that the meeting can conclude. The motion to adjourn serves to formalize this, and this motion does not require a seconder. After this motion is made, the chair declares the meeting adjourned.

More information on adjournment can be found in the "Motion to Adjourn" section above.

Part 5: University Council

The University of Saskatchewan Act, 1995 sets out the following about our governing bodies:

- How many there are.
- What powers and authority they have.
- What their membership looks like and how these members are selected.
- How they interact with the other governing bodies.

University Council has oversight of the academic affairs of USask. This includes:

- Granting degrees, diplomas and certificates
- Grants scholarships, prizes, and bursaries.
- Approving new academic programs, deleting existing programs, and modifying programs.
- Authorizing the Board to establish new colleges, schools, departments, and centres.
- Sets methods and rules for evaluating student performance.
- Disciplines students for academic dishonesty and hears appeals on academic decisions.
- Sets standards for admission.

- Makes recommendations on physical and budgetary plans for the university.

The composition of University Council is defined in section 53 of the *Act*. It is composed of:

- The president.
- The provost and vice-president academic.
- Two faculty members from each college, affiliated and federated college, and the University Library elected by the faculty of those groups.
 - USask has 13 colleges, six affiliated colleges, and one federated college.
- 54 faculty members elected by faculty.
- One student from each college and affiliated or federated college elected by the students.

Although this is the official composition of Council, at the discretion of the chair, non-members can speak at Council meetings to answer questions or participate in debate.

Council, through its bylaws, has set up the following committees:



Each of these committees has specific responsibilities as laid out in the *Council Bylaws and Regulations*. Most of these responsibilities are to make certain recommendations to Council, but under certain circumstances these committees have certain delegated responsibilities—for example, the Academic Programs Committee has been delegated to approve the academic calendar.

Further Information

For more information on procedural matters, reach out to the Governance Office:

governance.office@usask.ca

306-966-4632

Appendix A: Rules Governing Motions (adopted from the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure, 2nd Edition*)

Rank ¹	What You Want	What You Say	Interrupt?	Secunder?	Debate? ²	Amendable?	Vote?	Applies to What Other Motions?
Privileged Motions								
1	End the meeting. ³	"I move to adjourn."	No	No	No	No	None	None
2	Take a break.	"I move to recess until ..."	No	Yes	No	Yes	Majority	None
3	To address a matter that impacts the assembly.	"Point of privilege."	Yes	No	No	No	None	None
Subsidiary Motions								
4	To postpone a motion indefinitely.	"I move to table ..."	No	Yes	No	No	2/3	Main motions
5	Close debate and vote immediately.	"I move to close debate."	No	Yes	No	Yes ⁴	2/3	Amendable, debatable motions
6	Limit or extend debate.	"I move to modify debate such that ..."	No	Yes	No	Yes	2/3	Amendable, debatable motions
7	Postpone an issue to a certain time.	"I move to postpone ... until ..."	No	Yes	Yes	Yes	Majority ⁵	Main motion (and pending subsidiary motions)
8	Refer an issue to a committee.	"I move to refer ... to the ... committee."	No	Yes	Yes	Yes	Majority	Main motion
9	Amend a motion before the assembly.	"I move to amend the motion such that ..."	No	Yes	Yes	Yes	Majority	Rewordable motions
Main Motions								
10	To bring about a certain action.	"I move that ..."	No	Yes	Yes	Yes	Majority	None
10	Adopt a certain action instead of various related actions.	"I move to adopt ... in lieu of ..."	No	Yes	Yes	Yes	Majority	Designated motions
10	Amend something from a previous meeting.	"I move to amend ..."	No	Yes	Yes	Yes	Same vote	Adopted main motion
10	Ratify something previously done improperly.	"I move to ratify ..."	No	Yes	Yes	No	Same vote	Adopted main motion
10	Have the main assembly consider something previously sent to a committee.	"I move to recall from committee ..."	No	Yes	Yes	No	Majority	Referred main motion
10	Revote on a main motion from the same meeting	"I move to reconsider ..."	No ⁶	Yes	Yes	No	Majority	Main motions
10	Rescind an action from a previous meeting.	"I move to rescind ..."	No	Yes	Yes	No	Same vote	Adopted main motion
Incidental Motions and Requests								
N/A ⁷	To challenge a judgement of the chair.	"I appeal the decision of the chair."	No ⁶	Yes	Yes	No	Majority	Ruling of the chair
N/A ⁷	To suspend procedures to accomplish a task.	"I move to suspend the rules so that ..."	No	Yes	No	No	2/3	Procedural rules
N/A ⁷	To debate each section of a proposal individually.	"I move to consider by paragraph/section."	No	Yes	No	No	Majority	Main motion
N/A ⁷	To get a specific vote tally.	"I move for a counted vote."	Yes	Yes	No	No	Majority ⁸	Vote with an unclear outcome
N/A ⁷	To draw attention to a procedural error and seek a ruling from the chair.	"Point of order."	Yes	No	No	No	None	Procedural error
N/A ⁷	Clarity on a procedural matter or the substance of a proposal.	"Chair, I would like to know ..."	Yes ⁹	No	No	No	None	All motions
N/A ⁷	Withdraw a motion you made.	"I withdraw my motion."	Yes	No	No	No	Majority ¹⁰	All motions
N/A ⁷	To split a single motion into multiple parts.	"I would like the motion to be split into X motions."	No	No	No	No	None	Divisible motions
N/A ⁷	Request a standing or show of hands vote. ¹¹	"I request a standing vote."	Yes	No	No	No	None	Vote with an unclear outcome

- 1: Motions are in order if no motion higher is pending.
 2: Debate must always be germane to the motion.
 3: Only if business is over; document has more information.
 4: Can be amended to alter the motions to which it applies.

- 5: Requires 2/3 to postpone to a precise time on the agenda.
 6: Can interrupt proceedings, but not a speaker.
 7: Have no rank; are dealt with as they arise.
 8: Or by the agreement of the chair.

- 9: Only if it requires an immediate answer
 10: Can be done without a vote in rare circumstances.
 11: Unnecessary by the Council bylaws as votes are cast by a show of hands.

Appendix B: Glossary

Amendment: A subsidiary motion that changes another motion by striking out, inserting, or substituting various words in a motion. For example, a motion that changes the effective date in another motion or a motion that adds a caveat to another motion are both amendments.

Assembly: A general word to refer to a gathering of people in a meeting. For the purposes of this document, it refers to either University Council or one of its committees.

Chair: The person who presides over the meeting and is responsible for orderly conduct.

General Consent: The principle by which non-controversial measures can be adopted by an assembly through a lack of objection by any member. For example, a simple amendment to a motion can be adopted by general consent if no one objects. Also called “unanimous consent.”

Majority: Over half the votes casts constitutes a majority. A majority is required on most matters, and the principle that the majority decides is a fundamental principle of parliamentary procedure.

Note: For the purposes of tabulating a majority, abstentions do not count as votes cast.

Meeting: An official gathering of the members of an assembly to conduct business.

Regular Meeting: One of a series of scheduled meetings for which the dates are predetermined. For University Council, the bylaws require Council to meet monthly from September to January and March to June and the specific dates are determined by the Executive Committee.

Special Meeting: A meeting that is not regularly scheduled and is called to conduct specific business. For University Council, special meetings can be called by the chair or by petition of 20% of the members of Council (Part 1, section 5, clause 5(d)).

Minutes: The official record of the actions of an assembly.

Motion: A proposal to an assembly to perform a certain action or adopt a certain stance; the means by which business of an assembly is conducted.

Main Motion: A substantive proposal to an assembly for the transaction of business. Generally, at University Council, main motions stem from committees.

Subsidiary Motion: A motion that applies to the main motion that helps change, deal with, or control debate relating to the main motion.

Privileged Motion: A motion that deals with basic member rights and actions of the assembly as a whole that require immediate action and have no direct connection with the main motion before the assembly.

Incidental Motion: A motion that arises out of the business of the assembly and the conduct of the meeting and do not relate directly to the main motion.

Parliamentary Authority: A book of rules and procedures for conducting meetings in assemblies. A parliamentary authority forms part of an assembly's rules of order. For University Council, the parliamentary authority is the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure, 2nd Edition*.

Recess: A break in the meeting. After a recess, the meeting begins where it left off in the agenda.

Rules of Order: The entirety of the rules that govern or guide how meetings of are conducted, such as through statute, bylaws, precedent/culture, and reference to a parliamentary authority.

Quorum: The required number of voting members necessary to be present to conduct business. For University Council, quorum is 40 percent of voting members (Part 1, section 3, clause 1(a)).