



Senate Handbook

Orientation to University Governance

(Part II of II)

BE WHAT THE WORLD NEEDS

Introduction

The *Senate Handbook* is the second part of the orientation materials available from the Governance Office for members of the University of Saskatchewan's Senate. The first part of the materials is the *Orientation to University Governance*, which should be read in conjunction with this *Senate Handbook*.

The *Orientation to University Governance* document covers the following topics:

- The *Mission, Vision and Values* of the University of Saskatchewan (USask)
- An overview of the university's governance, administration and organizational structures
- Tricameral governance at USask
- The main responsibilities of members of the governing bodies
- Appendices include the university's *Strategic Plan: 2025*, *The University of Saskatchewan Act 1995*, and contact information for the Governance Office.

The *Senate Handbook* contains descriptions of, and links to, information about the following:

- The role of Senate members
- Meeting information
- Procedures and guidelines, including Senate Bylaws
- Membership information

Contact Information

| Name | Position | Email address | Phone |
|--------------------|---|-----------------------------|----------|
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Please note that due to the COVID-19 pandemic, all office staff are currently working remotely, thus we respectfully request that members use email for communication whenever possible.

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Links to Important Senate Documents

STATUTORY POWERS AND RESPONSIBILITIES OF SENATE

The list of powers and responsibilities in the above document are excerpted from *The University of Saskatchewan Act, 1995*, and outline the legislated limits, purpose and scope of Senate.

MEETINGS

Please use the links below to access information pertaining to meetings. This will ensure that all dates and deadlines remain accurate and up-to-date at all times.

[Schedule and deadlines](#) – here you can access a schedule of the upcoming Senate meetings for the next calendar year, as well as deadlines for submitting committee materials, etc.

[Agenda and minutes](#) – this link will take you to the current/next upcoming meeting agenda, as well as past meeting agendas and minutes.

[Expense reimbursement](#) – should you incur any expenses (e.g., travel for in-person meetings), kindly use this link to access the latest policy information regarding expenses.

PROCEDURES AND GUIDELINES

This section contains critically important information to guide you in your role as a Senator. The Bylaws are written and amended by Senate and used to regulate the affairs of this governing body. The Bylaws include information on meetings, membership, committees and other rules used to govern the Senate. *The Rules of Order are based on Procedures for Meetings and Organizations, 3rd Edition* by Kerr & King (1996), which is the formally adopted guidebook for meeting procedures, and covers debate, how to make and amend motions, and meeting decorum.

The Senate Bylaws and Rules of Order are included in this document and links to these and others on the Governance Office website are below.

[Senate Bylaws](#)

[Senate Rules of Order](#)

[Guidelines for Honorary Degrees](#)

[Guidelines for Submitting a Motion](#)

MEMBERSHIP

[Members and Districts](#)

[Criteria for assessing eligibility for membership of organizations on Senate](#)

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