

**UNIVERSITY SENATE
REQUEST TO ADD MOTION/REQUEST TO ADD INFORMATION ITEM**

*Use this form to propose a motion or information item to put before Senate. The Senate executive committee uses this information to determine whether it will be added to the requested Senate agenda. If the executive committee does not include the motion or information item on the agenda, it can be made available to Senate prior to the meeting (if requested by the member that submitted the request).*

**DATE:** [Must be received by the Governance Office 30 days prior to Senate meeting]

**FROM:** [Must be a member of Senate]

**MEETING DATE:** [Date of Senate meeting]

**ACTION REQUESTED: \_\_\_ Information \_\_\_ Decision**

**TITLE OF REQUEST:** [Proposed title to put on the agenda]

**PROPOSED MOTION/INFORMATION ITEM:**

[Include the mover and seconder if submitting a motion.]

**BACKGROUND/RATIONALE:**

[Include a summary of key points to support the decision and any information that connects the request to the powers available to the Senate.]

**PRIOR CONSULTATION:**

**IMPACT OF DECISION:**

[List any actions that will be required if approved, if an ad hoc committee will be needed, if any other governing bodies will be involved, what kind of communications strategy may be needed and if the matter is confidential or public.]

**ATTACHMENT(S):**

[Please list any attached documents considered essential to the decision marked Attachment 1, Attachment 2, etc.]

*Submit the completed form to* *governance.office@usask.ca**.*