



**University
of Manitoba**

SENATE EXECUTIVE COMMITTEE: PROCEDURE FOR HANDLING REPORTS AND OTHER BUSINESS

1. Schedule of Meetings.

Normally the Executive Committee meets two weeks prior to the next scheduled Senate meeting. Notwithstanding the foregoing, however, the Executive Committee shall meet as often as necessary during the year to prepare matters going forward to the Senate, and to review any business which has been referred to it.

2. Reports.

All reports or items of business from faculty or school councils or from Senate committees are first presented to the Executive Committee for recommendation forward to Senate, or back to the council or committee responsible for improvement or change. The committee may disregard the Executive Committee's suggestions and has the right to submit its report directly to Senate. In such an event, the Executive Committee may report its recommendations (or objections) to Senate (see Rules and Procedures Governing Meetings of Senate).

3. Other Business.

The Executive Committee will also receive for consideration items referred to it by individuals or by other bodies.

4. Agenda.

(a) Matters placed on a Senate Agenda must normally first be considered by the Executive Committee of Senate. To provide for sufficient time to duplicate and collate all material received, and to distribute it to members of the Executive Committee five days in advance of a meeting, items must be received by the Secretary on or before the second Monday of each month. Urgent matters received on shorter notice may be considered by the Executive Committee.

(b) The Executive Committee is not obliged in its meetings to debate the merits of every matter placed before it and recommend thereon to Senate; nor is it necessary that its views on all matters be indicated in the Senate Agenda, although in many instances such indication is helpful to members of Senate.

5. Liaison with Standing Committees.

The Executive Committee appoints members to keep in touch with other committees of Senate and to report thereon.

6. Speaker.

At meetings of Senate, the views of the Executive Committee are put forward by a member designated as its Speaker. The Speaker is appointed by the Executive Committee monthly from among its elected members.