

UNIVERSITY OF MANITOBA PROCEDURE

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| Procedure: | NAMING OF BUILDINGS, PARTS OF BUILDINGS AND SPACES |
| Parent Policy: | Naming of Buildings, Parts of Buildings and Spaces Policy |
| Effective Date: | October 7, 2009 |
| Revised Date: | September 10, 2013 |
| Review Date: | October 7, 2019 |
| Approving Body: | Board of Governors |
| Authority: | |
| Responsible Executive Officer: | University Secretary |
| Delegate: | |
| Contact: | University Secretary |
| Application: | Board of Governors members; Senate members; Faculty/School Councils; External Parties: Benefactors |

Part I Reason for Procedure

- 1.1 To, pursuant to the Policy: Naming of Buildings, Parts of Buildings and Spaces, set out the procedures for:
- (a) the naming of buildings, parts of buildings, and spaces; and
 - (b) the withdrawal of a naming.

Part II Procedural Content

Naming of Buildings

- 2.1 Proposals for the naming of an entire building shall be forwarded, in confidence, to the University Secretary, who shall place such proposals on the agenda of the next meeting of the Senate Committee on Honorary Degrees.

- 2.2 Naming Request Proposals for naming buildings as a result of a philanthropic gift, must be developed in conjunction with the Vice-President (External) and submitted to the University Secretary for approval by the Senate Committee on Honorary Degrees.
- 2.3 Both Senate and the Senate Committee on Honorary Degrees shall base any decision on a naming of an entire building upon the criteria outlined in the Policy on Naming of Buildings, Parts of Buildings and Spaces.
- 2.4 The naming of any entire building shall require the approval of the Senate Committee on Honorary Degrees.

Naming of Parts of Buildings and Spaces

- 2.5 The naming of a part of a building or space within the University shall be the responsibility of the Senate Committee on Honorary Degrees.
- 2.6 Proposals for the naming of any parts of buildings or spaces shall be forwarded, in confidence, to the University Secretary, who shall place such proposals on the agenda of the next meeting of the Senate Committee on Honorary Degrees.
- 2.7 A Naming Request Proposal for naming any parts of buildings or spaces as a result of a philanthropic gift, must be developed in conjunction with the Vice-President (External) and submitted to the University Secretary for approval by the Senate Committee on Honorary Degrees.
- 2.8 The Senate Committee on Honorary Degrees shall base any decision on the naming of a part of a building upon the criteria outlined in the Policy on Naming of Buildings, Parts of Buildings and Spaces.
- 2.9 The Senate Committee on Honorary Degrees shall report to Senate on each of its approvals of such names, in closed session, without penalty of retroactive denial, except for guidance in future decisions and possible revision of the criteria or guidelines.

Withdrawal of a Naming

- 2.10 Upon recommendation of the President, the Senate Committee on Honorary Degrees may:
 - (a) determine, in a closed session meeting:
 - (i) that the actions or conduct of any persons or organization for whom a building, part of a building or space is named is materially immoral or unethical in nature;
 - (ii) if such person has displayed a lack of integrity that would cause the University significant embarrassment; and

(b) recommend to a closed session of Senate that the naming be withdrawn.

2.11 The decision to withdraw a naming shall be determined by the Senate in closed session.

Form of Recognition

2.12 The attribution of a name is the singular aspect of this honour and will be recognized by suitable signage and an appropriate dedication.

2.13 If the entity named should be demolished or substantially altered, the University will determine the appropriate historical recognition. In such instances, the University shall ensure that appropriate consultations occur.

Part III Accountability

3.1 The Office of Legal Counsel is responsible for advising the University Secretary that a formal review of this Procedure is required.

3.2 The University Secretary is responsible for the implementation, administration and review of this Procedure.

3.3 Board of Governors members, Senate members, Faculty/School Councils, External Parties, and Benefactors are responsible for complying with this Procedure.

Part IV Review

4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is October 7, 2019.

4.2 In the interim, this Procedure may be revised or repealed if:

(a) the University Secretary or Approving Body deems it necessary or desirable to do so;

(b) the Procedure is no longer legislatively or statutorily compliant; and/or

(c) the Procedure is now in conflict with another Governing Document.

(d) the Parent Policy is revised or repealed.

Part V
Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
- (a) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VI
Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Policy: Naming of Buildings, Parts of Buildings and Spaces](#)