



**Senate Operations Review Committee  
Report to Senate and Notice of Motion**  
Senate Meeting of November 27, 2012

On referral from Senate from the March 2012 meeting, the Senate Operations Review Committee (SORC) was asked to review two issues. The first was for SORC to determine the manner in which corrections may be made to minutes and recommend a mechanism to Senate. Secondly, SORC was asked to determine what options are available to accommodate student Senators who are unable to attend the May meeting of Senate.

The Senate Operations Review Committee met with Senator Mark Jones, who requested the matter of minutes be referred to SORC and Senator Eril Berkok, on behalf of the Alma Mater Society (AMS) regarding the May meeting options, on November 1, 2012 to learn more about their rationale for the referrals.

**Minutes Referral**

Senator Jones indicated that he has seen a change to the process since the referral to SORC in March 2012 and many of his initial concerns have been alleviated. In discussion, it was noted that two remaining issues could be addressed by a change in wording to the “Rules of Procedure” for Senate.

SORC met on November 15, 2012 and agreed that the following changes be recommended to Senate.

<b>Current</b>	<b>Revised</b>
(1) Full minutes of the meeting shall be prepared and kept by the Secretary	(1) Full minutes of the meetings including summaries of comments or statements where detailed points are raised to ensure proper context for the historical record, and with attribution for such comments or statements but without creating a verbatim account of the meeting of the Senate shall be prepared and kept by the Secretary.
(3) Minutes of the most recent meeting(s) shall be circulated to members of Senate along with the agenda papers for the forthcoming meeting.	(3) Minutes of the most recent meeting(s) shall be circulated to members of Senate along with the agenda papers for the forthcoming meeting. Draft minutes of the most recent meeting(s), if available, should be circulated to members as early as possible prior to production of the agenda for the next meeting of Senate, to provide Senators with an opportunity to review draft minutes. This is intended to allow Senators an opportunity to inform the Secretary of any significant changes in factual content.

**Notice of Motion:** To be presented to the Senate at its January meeting

**It is moved that the revision to the Rules of Procedure under Minutes 23 (1) and 23 (3) be approved by Senate.**

**May Senate Meeting**

SORC discussed the matter of the May meeting of Senate at its meeting on November 15, 2012, but felt that more research and discussion were necessary and anticipate recommendations regarding this and other referrals to be forwarded to Senate early in 2013.

Respectfully submitted,

L. Colgan  
Chair, Senate Operations Review Committee

Committee Members:

S. Elliott  
P. Hart  
M. Scribner  
B. Yang