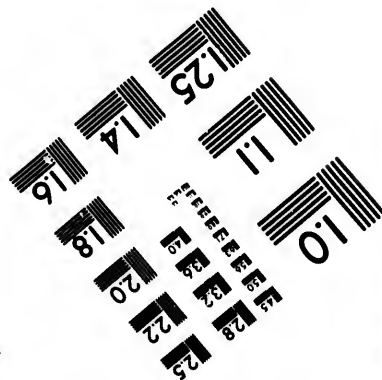
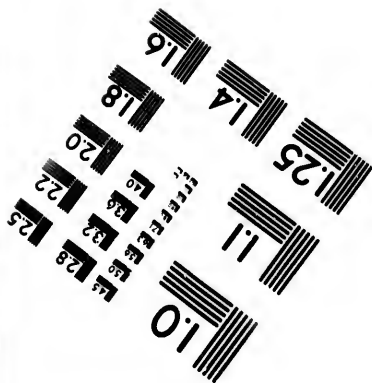
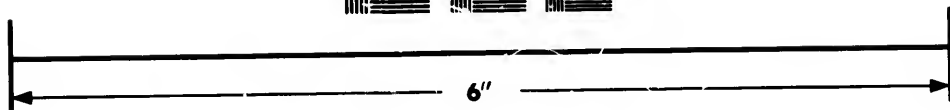
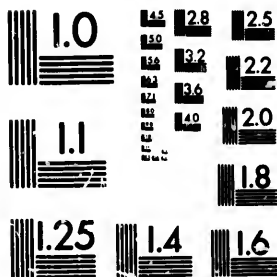


**IMAGE EVALUATION  
TEST TARGET (MT-3)**



**Photographic  
Sciences  
Corporation**

23 WEST MAIN STREET  
WEBSTER, N.Y. 14580  
(716) 872-4503

13 128  
18 125  
22  
20  
18

**CIHM/ICMH  
Microfiche  
Series.**

**CIHM/ICMH  
Collection de  
microfiches.**



**Canadian Institute for Historical Microreproductions / Institut canadien de microreproductions historiques**

11  
oi  
11

**© 1982**

Technical and Bibliographic Notes/Notes techniques et bibliographiques

The Institute has attempted to obtain the best original copy available for filming. Features of this copy which may be bibliographically unique, which may alter any of the images in the reproduction, or which may significantly change the usual method of filming, are checked below.

L'Institut a microfilmé le meilleur exemplaire qu'il lui a été possible de se procurer. Les détails de cet exemplaire qui sont peut-être uniques du point de vue bibliographique, qui peuvent modifier une image reproduite, ou qui peuvent exiger une modification dans la méthode normale de filmage sont indiqués ci-dessous.

- Coloured covers/  
Couverture de couleur
- Covers damaged/  
Couverture endommagée
- Covers restored and/or laminated/  
Couverture restaurée et/ou pelliculée
- Cover title missing/  
Le titre de couverture manque
- Coloured maps/  
Cartes géographiques en couleur
- Coloured ink (i.e. other than blue or black)/  
Encre de couleur (i.e. autre que bleue ou noire)
- Coloured plates and/or illustrations/  
Planches et/ou illustrations en couleur
- Bound with other material/  
Relié avec d'autres documents
- Tight binding may cause shadows or distortion along interior margin/  
La reliure serrée peut causer de l'ombre ou de la distortion le long de la marge intérieure
- Blank leaves added during restoration may appear within the text. Whenever possible, these have been omitted from filming/  
Il se peut que certaines pages blanches ajoutées lors d'une restauration apparaissent dans le texte, mais, lorsque cela était possible, ces pages n'ont pas été filmées.
- Additional comments:  
Commentaires supplémentaires:

- Coloured pages/  
Pages de couleur
- Pages damaged/  
Pages endommagées
- Pages restored and/or laminated/  
Pages restaurées et/ou pelliculées
- Pages discoloured, stained or foxed/  
Pages décolorées, tachetées ou piquées
- Pages detached/  
Pages détachées
- Showthrough/  
Transparence
- Quality of print varies/  
Qualité inégale de l'impression
- Includes supplementary material/  
Comprend du matériel supplémentaire
- Only edition available/  
Seule édition disponible
- Pages wholly or partially obscured by errata slips, tissues, etc., have been refilmed to ensure the best possible image/  
Les pages totalement ou partiellement obscurcies par un feuillet d'errata, une pelure, etc., ont été filmées à nouveau de façon à obtenir la meilleure image possible.

This item is filmed at the reduction ratio checked below/  
Ce document est filmé au taux de réduction indiqué ci-dessous.

10X	12X	14X	16X	18X	20X	22X	24X	26X	28X	30X	32X
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The copy filmed here has been reproduced thanks to the generosity of:

University of Toronto Library

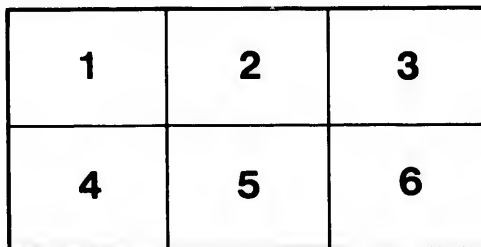
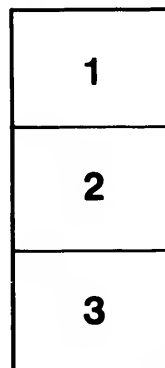
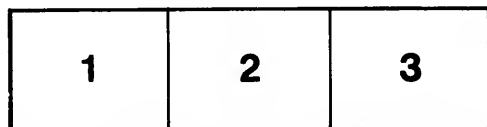
ARCHIVES

The images appearing here are the best quality possible considering the condition and legibility of the original copy and in keeping with the filming contract specifications.

Original copies in printed paper covers are filmed beginning with the front cover and ending on the last page with a printed or illustrated impression, or the back cover when appropriate. All other original copies are filmed beginning on the first page with a printed or illustrated impression, and ending on the last page with a printed or illustrated impression.

The last recorded frame on each microfiche shall contain the symbol  $\rightarrow$  (meaning "CONTINUED"), or the symbol  $\nabla$  (meaning "END"), whichever applies.

Maps, plates, charts, etc., may be filmed at different reduction ratios. Those too large to be entirely included in one exposure are filmed beginning in the upper left hand corner, left to right and top to bottom, as many frames as required. The following diagrams illustrate the method:



L'exemplaire filmé fut reproduit grâce à la générosité de:

University of Toronto Library

ARCHIVES

Les images suivantes ont été reproduites avec le plus grand soin, compte tenu de la condition et de la netteté de l'exemplaire filmé, et en conformité avec les conditions du contrat de filmage.

Les exemplaires originaux dont la couverture en papier est imprimée sont filmés en commençant par le premier plat et en terminant soit par la dernière page qui comporte une empreinte d'impression ou d'illustration, soit par le second plat, selon le cas. Tous les autres exemplaires originaux sont filmés en commençant par la première page qui comporte une empreinte d'impression ou d'illustration et en terminant par la dernière page qui comporte une telle empreinte.

Un des symboles suivants apparaîtra sur la dernière image de chaque microfiche, selon le cas: le symbole  $\rightarrow$  signifie "A SUIVRE", le symbole  $\nabla$  signifie "FIN".

Les cartes, planches, tableaux, etc., peuvent être filmés à des taux de réduction différents. Lorsque le document est trop grand pour être reproduit en un seul cliché, il est filmé à partir de l'angle supérieur gauche, de gauche à droite, et de haut en bas, en prenant le nombre d'images nécessaire. Les diagrammes suivants illustrent la méthode.

# University of Toronto.

## SENATE.

---

### RULES OF PROCEDURE.

---

#### I.

#### MEETINGS.

1. A regular meeting of Senate shall be held on the second Friday of every month, except June, July, August and September, and except when such Friday is a public holiday, in which case the meeting shall be held on the second Thursday of the month.

2. The regular meeting in November shall be the inaugural meeting of the year for the purpose of appointing standing committees, and of electing a Vice-Chancellor "in any academic year in which such election may be required"; and in any such year "the Registrar shall, at least one month before the meeting, notify all the members of the Senate that the election is to be held." (R. S. O. 1887, c. 230, sec. 10, as to month's notice.)

3. At the regular meeting in November the election of the Vice-Chancellor shall precede all other business; and the appointment of a committee to strike the standing committees shall follow the election of the Vice-Chancellor.

4. A special meeting of Senate may, and on requisition of not fewer than five members shall, at any time, be called by the Chancellor or Vice-Chancellor, on not less than twenty-four hours' notice, for the transaction of such business only as may be specified in the notification of such meeting.

5. At any meeting of the Senate five members shall form a quorum.

6. At every meeting of the Senate the Chancellor, or in his absence the Vice-Chancellor, shall preside as Chairman, or in the absence of both, a Chairman shall be chosen by the members present, or a majority of them; provided always that the Chancellor may at any meeting of the Senate waive his right to preside in favour of the Vice-Chancellor or such other person as may be chosen by the members present to act as Chairman. See R. S. O. 1887, c. 230, s. 33; Ont. Stat. 52 Vic. c. 52, s. 5.

7. Every regular meeting of the Senate shall begin at eight o'clock p.m., and if after the lapse of a quarter of an hour from that time there is not a quorum of the members present, the Registrar may call the roll, and the Senate shall then stand adjourned to the next regular day of meeting.

8. The Senate shall not remain in session later than eleven o'clock p.m., unless the time be extended by a two-thirds vote of the members present.

9. The Chairman of each meeting shall conduct the proceedings in conformity with the rules of order enacted by the Senate, all cases not in this way provided for, to be governed by the practice of the House of Commons of Canada.

## II.

### DEBATES AND DIVISIONS.

10. Any member desiring to speak during a meeting of the Senate shall address the Chairman.

11. A member called to order shall sit down, but may afterwards explain; the Chairman shall decide the point of order, subject to an appeal to the Senate, which shall then decide the case, but without debate.

12. Each member in speaking shall avoid offensive personalities, and shall confine himself to the question in debate.

13. No member while speaking shall be interrupted by another, except upon a point of order, or for the purpose of an explanation, and the member so interrupting shall confine himself to the point of order or the explanation.

14. Any member may require the question under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.

15. With the exception of the proposer of a substantive motion, who shall be allowed to reply, no member may speak more than once to a question, unless in explanation of a material part of his speech in which he may have been misunderstood, and then he must not introduce new matter.

16. The Chairman may take part in a debate on any subject, but before doing so he shall leave the Chair and appoint some other member to occupy it until he has spoken.

17. No member shall speak to a question after it has been put by the Chairman.

18. All questions which come before the Senate, except motions to confer honorary degrees, shall be decided by the majority of the members present, subject to the provisions of rule 50; but in case of an equality of votes the question shall be deemed to be negatived. (R. S. O., 1887, c. 230, s. 31, as to all except degrees honorary.)

19. The Chairman may vote on any question, but no member shall have more than one vote.

20. The Chairman shall declare the result of every vote, and on any question except a motion to adjourn the Senate or a debate, any member may require the yeas and nays to be recorded.

### III.

#### MOTIONS AND QUESTIONS.

21. No motion introducing new matter other than matters of privilege or petition, shall be taken into consideration at any regular meeting of the Senate, except by a two-thirds vote of the members present, unless previous notice has been given.

22. No matter once disposed of by the Senate shall be reconsidered before the next inaugural meeting, except by a two-thirds vote of the members present.

23. All motions, except those for the adjournment of the Senate or of a debate, shall be put in writing and seconded before being debated or put from the Chair, and when a motion is seconded it shall be read to the Senate by the Chairman before being debated.

24. When a motion has been made and seconded it shall be disposed of by the Senate, unless the mover, with the consent of the Senate, withdraws it or allows it to stand over.

25. When a question is under debate, no motion shall be received by the Chairman except for one of the following purposes:—

- (1) To adjourn the Senate;
- (2) To adjourn the debate;
- (3) To put the previous question;
- (4) To commit;
- (5) To amend.

26. A motion to adjourn the Senate or a debate shall always be in order, but no member may speak to such a motion for more than five minutes, and no second motion to the same effect shall be made until after some intermediate proceedings shall have been had.

27. A motion to commit shall, until it is disposed of, preclude all amendments of the main question.

28. The previous question shall, until it is decided, preclude all amendments of the main question; it shall be put with the following words: "That the main question be now put," and if it be resolved in the affirmative, the original question shall be put forthwith, without any amendment or debate.

29. When an appointment is to be made to any office in the gift of the Senate, the names of all candidates shall be submitted, in the order in which they have been proposed, before a vote is taken on any one of them.

#### IV.

#### ORDERS OF THE DAY.

30. The following order of business shall be observed by the Chairman in bringing matters before the Senate at its regular meetings, and no variation from this order shall be allowed, except by a two-thirds vote of the members present, which shall be taken without debate:—

- (1) Reading and disposing of the minutes of the last regular meeting and of all intervening special meetings.
- (2) Inquiries.
- (3) Reading and disposing of communications, to be disposed of as read.
- (4) First reading of statutes.
- (5) Reading and disposing of reports of standing and special committees, to be disposed of as read.

The reports are to be taken in the following order:—

- (a) Reports not disposed of at the previous meeting.
- (b) Standing Committee on Finance.
- (c) Standing Committee on Applications and Memorials.
- (d) Standing Committee on Examinations.
- (e) Board of Arts Studies.
- (f) Board of Legal Studies.
- (g) Board of Studies—Agriculture.



- (h) Board of Medical and Dental Studies.
- (i) Board of Studies—Music.
- (k) Standing Committee on the Library.
- (l) Standing Committee on the Faculty of Medicine.
- (m) Standing Committee on the Museum.
- (n) Standing Committee on Printing.
- (o) Standing Committee on Honorary Degrees.
- (p) Special Committees in the order of the presentation of the reports to the Senate.

- (6) Second Reading of Statutes.
- (7) Other unfinished business from the last meeting.
- (8) New business, taken in the order of notice of motion.
- (9) Any business on the order paper which was not presented when reached, such business to be taken in the order as announced on the order paper.
- (10) New business not upon the order paper.

31. Notice of motion must be sent to the Registrar at least one week before the meeting at which the motion is to be considered. The Registrar shall note the date of receipt upon the face of such notice.

32. In case any Committee or member fails to proceed with the report or business on the Order paper when reached, such report or business shall be placed on the ensuing Order paper at the end of the Class to which it belongs as indicated in these rules.

33. Every statute shall pass through the following three stages, and no two stages shall be passed at the same meeting unless by unanimous consent of the Senate :

- (1) First Reading ;
- (2) Consideration in Committee of the Whole ;
- (3) Second Reading.

(a) When a report of a Special or Standing Committee on a proposed Statute is referred to the Committee of the Whole, the proposed Statute shall be deemed as also referred to such Committee of the Whole for consideration.

## V.

## COMMITTEE OF THE WHOLE.

34. When the Senate resolves to go into Committee of the Whole, the Chairman shall appoint a Chairman of the Committee, who shall preside over its deliberations, decide points of order subject to an appeal to the Chairman of the Senate, and report its proceedings to him when he resumes the chair.

35. The rules of the Senate shall be observed in Committee of the Whole, except (1) that no motion shall require to be seconded, (2) that no motion for the previous question or for an adjournment shall be received, (3) that in divisions the names of members shall not be recorded, and (4) that the number of times a member may speak shall not be limited.

36. On motion in Committee of the Whole to "rise and report," the question shall be decided without debate.

37. A motion in Committee of the Whole that the Chairman leave the Chair, or that the Committee rise without reporting, shall always be in order, and shall take precedence of any other motion; if it is carried in the affirmative the Chairman of the Senate shall at once resume the Chair and proceed to the next order of business.

38. No report of any committee shall be amended by the Senate except in Committee of the Whole.

## VI.

## STANDING AND SPECIAL COMMITTEES.

39. At the inaugural meeting of the Senate there shall be appointed a Committee to strike the following Standing Committees and Boards for the year, whose duties shall be as defined from time to time by Statute:

- (1) Finance.
- (2) Applications and Memorials.
- (3) Examinations.
- (4) Board of Arts Studies.
- (5) Board of Legal Studies.
- (6) Board of Studies—Agriculture.
- (7) Board of Medical and Dental Studies.

- (8) Board of Studies—Music.
- (9) Library.
- (10) Faculty of Medicine.
- (11) Museum.
- (12) Printing.
- (13) Honorary Degrees.

40. If default shall happen in appointing the Committee for striking Standing Committees at the inaugural meeting a special meeting shall be called for the purpose.

41. After the report of such Committee is submitted to the Senate the elective members of all Standing Committees shall be elected by the Senate.

42. When a Special Committee is appointed by resolution of the Senate, the mover of such resolution shall, unless it be otherwise determined, be a member and the first convener thereof.

43. The Chancellor and Vice-Chancellor shall be members *ex officio* of every standing committee; each committee shall elect its own Chairman and fix the times of its own meetings.

44. Any member of the Senate shall have the right to be present at any meeting of any standing committee, except the committee on honorary degrees, but shall not take part in the committee's proceedings.

45. Vacancies occurring in a Standing Committee may be filled at any regular meeting.

46. All written communications to the Senate on any subject coming properly within the cognizance of any standing committee shall be referred to that committee, unless the Senate resolve to take them into immediate consideration, or otherwise to dispose thereof.

47. All petition and memorials relating to attendance at lectures, examinations, or academical standing shall be laid by the Registrar before the Committee on Applications and Memorials, which shall report to the Senate with the recommendation in each case.

48. All proposed changes in the course of study prescribed by the University shall be referred to the respective boards.

49. When a Special Committee is appointed by resolution of the Senate, the mover of such resolution shall, unless it be otherwise determined, be a member and the first convener thereof.

## VII.

## AMENDMENTS TO RULES OF PROCEDURE.

50. No proposal to amend any of the foregoing rules shall be considered by the Senate except at a regular meeting, and unless notice of the proposed change has been given.

51. None of the foregoing rules shall be suspended at any meeting of Senate except by a two-thirds vote of the members present.

52. All previous rules are annulled.

---

