

Process for submissions to Senate and Senate Governance Committee (SGC)

Write a cover memo

The Chair of the standing committee, faculty council, or other area represented should write a memo addressed to the Chair of [Senate](#) (Joanne MacLean) or the [Senate Governance Committee](#) (Gerry Palmer).

In order to assist the Senate or SGC in making informed decisions, the memo should include the following sections.

1. Summary

- State what the request or recommendation is.
- Specify the committee or area that is making the request.
- Provide any necessary background information, and include *supporting documents.
- Include, if applicable, an outline of the consultation that took place and with whom along with a summary of consultation dates and comments.

2. Motion or recommendation

- State the recommendation or write a formal motion if a decision is being requested.

3. Rationale

- Provide a rationale for why this item is being recommended to Senate or SGC for consideration.

*Provide supporting documents

Documents that support your request must be included along with the memo.

- Send supporting documents in both Word and PDF formats.
- Use track changes that visually outline what revisions are being proposed to policies, programs, and other items for Senate and SGC consideration.

Submit your request

Email your submission to (UFVSenate@ufv.ca).

Dates of meetings and submission deadlines are posted online:

- Senate
ufv.ca/senate/meeting-information/meeting-dates
- Senate Governance Committee (SGC)
ufv.ca/senate/standing-committees/senate-governance-committee/meeting-dates