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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.

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.

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

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

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.

Email your submission to ([UFVSenate@ufv.ca](mailto:UFVSenate@ufv.ca)).

Dates of meetings and submission deadlines are posted online:

Senate

[ufv.ca/senate/meeting-information/meeting-dates](http://ufv.ca/senate/meeting-information/meeting-dates)

Senate Governance Committee (SGC)

[ufv.ca/senate/standing-committees/senate-governance-committee/meeting-dates](http://ufv.ca/senate/standing-committees/senate-governance-committee/meeting-dates)