

Senate Executive Committee

Approved by Senate

September 2002

Seven (7) days notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Committee are able to be present and/or consent thereto.

Quorum: Unless otherwise stated in the approved terms of reference, quorum for Senate and all Senate committees is a simple majority of all filled positions. Committee members whose positions are listed as ** shall not typically be included in the total when quorum is counted.

Composition

1. President**
2. **Provost &** Vice-President (Academic) ~~& Provost**~~
3. Deans**
4. University Registrar
5. University Librarian
6. Secretary of Senate (non-voting)
7. Chairs of Senate Standing Committees
8. One Student Senator elected by Senate on the recommendation of LUSU

Official Observers

1. Director of Institutional Analysis & Government Relations
2. Director of Continuing Education & Distributed Learning
3. Vice-Provost (Student Affairs)
4. Vice-Provost (Aboriginal Initiatives)

Terms of Office

- 1 to 7 ex officio
- 8 one-year term (renewable)

Organization

1. Chair: President
2. Secretary: Secretary of Senate
3. Administrative Office: University Secretariat

Terms of Reference

1. ~~Establish~~ **Approve the proposed agenda** Agenda for all regular meetings of the Senate Meetings.
2. - Co-ordinate the presentation of reports and recommendations of the Senate Standing Committees.
3. **Refer matters, when expediency so requires, to other committees of the Senate.**
4. ~~2~~ **Hear reports of the committees other than for transmission to the Senate.**

5. 6. Act on behalf of the Senate when a quorum of Senate cannot be obtained. **The Senate Executive Committee may, during June, July and August, and at such other times as it is impractical or impossible to convene a meeting of the Senate, deal with any matter that is within the responsibility of the Senate.** Decisions taken by the Senate Executive Committee must be communicated to the next full meeting of Senate.

6. 7. 4. ~~Recommend to Senate nominees to the Senate Nominations Committee.~~ **Act as a nominating committee to recommend to the Senate persons for appointment to the Nominations Committee of the Senate.**

7. 8. The Chair of the Senate shall determine when it is necessary for the Senate Executive Committee to act on behalf of the Senate. Once this has been decided, members of the Senate Executive Committee shall be given a minimum of forty-eight (48) hours notice of the meeting. Notice shall be by telephone, e-mail or, if time permits, inter-office mail and shall include the rationale and the agenda for the meeting.