# Senate Honorary Degrees Committee – Terms of Reference

**Approved by:** Senate

**Established on:** April 23, 2007

**Revised:** January 23, 2009; February 26, 2010; May 14,  2010; September 23, 2011; September 14, 2012; November 30, 2015; March 21, 2016;  January 14, 2019; April 11, 2022; November 25, 2024

Quorum: A simple majority of all filled voting positions.

Five business 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.

## COMPOSITION

1. President
2. Five full-time faculty members elected by Senate on the recommendation of the Senate Nominations Committee, one of whom must be a full-time faculty member at the Orillia campus
3. One student member of the LUSU Executive, elected by Senate on the recommendation of LUSU
4. Vice-Provost (Students) & Registrar (non-voting)
5. One member of the Alumni Association Board of Directors, elected by Senate on the recommendation of the Alumni Association Board Executive

## Terms of Office

1; ex officio

2; three-year terms (renewable)

3; two-year term (renewable)

4; ex officio

5; one-year term (renewable)

## ORGANIZATION

1. Chair: to be elected annually by the Committee from among those members holding academic appointment
2. Administrative Office: University Secretariat
3. Secretary: As appointed by the University Secretariat

**TERMS OF REFERENCE**

1. Subject to the terms of the Senate approved Honorary Degrees (HD) Policy, the Committee shall be responsible for:
   - recommending to the Senate suitable persons for the award of honorary degrees from Lakehead University; and;
   - determining which, if any, individuals on the Senate Approved Honorary Degree Nominees List will receive an Honorary Degree at upcoming Convocation ceremonies and the particular honorary degree they will receive.

2. The Committee shall have control over its own procedures provided they are consistent with the HD Policy and these Terms of Reference.