



Senate Executive Committee

TERMS OF REFERENCE

Approved by the Senate: April 2020

Reviewed: n/a

Voting Membership

Eight (8) Members of Senate consisting of the following:

- President + Vice Chancellor / Chair of Senate (ex officio)
- VP, Academic + Provost / Vice Chair of Senate (ex officio)
- One Member-at-Large of Senate who is elected every year by and from all Senate Members.
- Two Faculty Senate Members who are elected every year by and from all Senate Members.
- One Student Senate Member who is elected every year by and from the Student Senate Members.
- One Dean who is elected every year by and from all Senate Members.
- One Support Staff Senate Member who is elected every year by and from all Senate Members.

Non-voting Membership

- Registrar / Secretary of Senate (ex officio)
- University Secretary (ex officio)

Chair

The Chair of the Committee is the President + Vice Chancellor (ex officio).

Support

Support will be provided by the Executive Assistant to the President + Vice Chancellor.

Mandate and Authority

Authority:

This Committee reports to the Senate and operates in accordance with governing legislation, the Senate Bylaws and applicable University policies and procedures. It has authority to make recommendations for approval by the Senate and to carry out the duties that are delegated to it by the Senate.

General Responsibilities:

- Receives and coordinates items from Senate committees and individual members so as to prepare Senate meeting agendas in a timely and equitable way.
- Refers matters to the appropriate Senate committee(s) as required.

- Considers and rules upon requests by Senate Members for leaves of absence spanning a period greater than three consecutive meetings of the Senate (see [Senate Bylaws](#) Article IV *Elections and Terms of Office*).
- Acts on behalf of the Senate for urgent items of business arising between regular meetings of the Senate. Such actions and decisions must be ratified by the Senate at a subsequent meeting. When acting in this capacity, the Executive Committee must convene a meeting at which quorum shall be 2/3 of the Committee's voting membership.
- Participates in consultation for the selection of the University Chancellor in accordance with policy [1.12 Selection of Chancellor](#).
- Reviews Terms of Reference for the Senate Governance Committee according to a regular schedule.
- Reviews the Senate Bylaws, in coordination with the Senate Governance Committee, according to a regular schedule.
- Reviews annual updates to the Senate Handbook, in coordination with the Senate Governance Committee.

Conflict of Interest + Code of Conduct

Senate members must consider the Conflict of Interest and Code of Conduct bylaws prior to any discussion or resolution being considered that would involve budget adjustments affecting the closure of a specific instructional program, area or Faculty, reductions in their operations, or other situations that might constitute any real, potential or apparent conflict of interest.

All members of the Executive Committee will act in a manner that serves the best interests of the university.

Meetings

Meetings shall be held monthly, at least one week in advance of the regularly scheduled Senate meeting, and otherwise at the call of the Chair of the Committee. Notification for Senate Executive Committee meetings must be provided at least three business days in advance; however, a meeting may be held at any time without such notice *if* all members of the Committee are able to be present and/or consent thereto. For regular meetings of the Executive Committee, a quorum of the Committee shall consist of 50% plus one of the eligible voting members.