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Approval Body	Senate
Policy Officer	President + Vice-Chancellor
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Reviewed	

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## 2.1.7 SENATE EXECUTIVE COMMITTEE

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### TERMS OF REFERENCE

#### Voting Membership

Eleven (11) Members of Senate consisting of the following:

- Chair of Senate / President + Vice Chancellor (ex officio)
- Vice Chair of Senate (ex officio)
- Vice President, Academic + Provost (ex officio)
- Secretary of Senate / Registrar (ex officio and non-voting)
- University Secretary / (ex officio and non-voting)
- 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.

In circumstances where the Vice President Academic + Provost also holds the position of Vice Chair of Senate, the Senate Executive Committee will consist of ten (10) members, eight (8) of whom are voting members.

#### Chair

The Chair of the Committee is the President + Vice Chancellor.

#### Support

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

#### Mandate

##### *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.

### *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.
- At the direction of Senate, refers matters to the appropriate Senate committee(s) as required.
- 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 and reports to Senate according to a regular schedule.
- Reviews the Senate Bylaws, in coordination with the Senate Governance Committee, and reports to Senate according to a regular schedule.
- Reviews annual updates to the Senate Handbook, in coordination with the Senate Governance Committee, and reports to Senate.

### **Conflict of Interest + Code of Conduct**

Committee members must consider the Conflict of Interest and Code of Conduct bylaws prior to engaging in any discussion or participating in the decision to make any recommendations to Senate.

### **Meetings**

Meetings will generally 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 or the members who cannot be present consent to the meeting proceeding in their absence. A quorum of the Committee shall consist of 50% plus one of the eligible voting members.