

MEMORANDUM

Date: Friday April 1, 2011

To: Senate

From: Karen Roche, University Secretary

Subject: Notice of Motion to Amend By-laws

Senate Executive Committee has decided to change the day of the week and time of its regularly scheduled meetings to enable more participation from faculty members.

At the April 1, 2011 meeting the Senate Executive Committee approved its 2011-2012 meeting schedule. The recommended change to the Senate By-laws Article XIII (61) reflects this change. The University Secretary recommends the Lakehead University By-laws Article XIII (61) Standing Committees be amended to reflect the change as follows:

Standing Committees
Senate Executive Committee

61. Normally, the Senate Executive Committee shall meet **no less than 10 days** at ~~least two weeks~~ prior to each Senate meeting.