



## Senate Standing Committee General FAQ's

### **How do I join a Senate Standing Committee?**

Communications bulletin emails are sent out annually in February or March to fill faculty vacancies. For more details about student opportunities please contact the Lakehead University Student Union President at [president@lusu.ca](mailto:president@lusu.ca)

### **Am I eligible to serve on a Senate Standing Committee?**

Membership on standing committees may include members of the Senate, faculty, appointments made by Faculties, and other members of the University community, such as staff, students and administrators. The [Terms of Reference](#) for each committee includes the composition.

### **Where can I find out more about Senate Standing Committees?**

The Senate Standing Committee [Terms of Reference](#) outlines the mandate for each committee.

### **Are Senate Committee meetings open to the public?**

No, Senate Committee meetings are only open to members and guests invited by the Chair. Senate Committees do submit regular reports to the Senate. Senate meetings are open to the public.

## Senate Standing Committee Member FAQ's

### **How do I know when Committee meetings will be taking place?**

The Support person for the committee you are on will email you the meeting dates. Meeting materials are normally sent out one week prior to each meeting and help serve as a reminder. The list of support persons for each committee is listed at the bottom of each [committee membership](#) list.

### **What if I go on a sabbatical or leave-of-absence from the University?**

Committee members who accept a sabbatical or any kind of leave-of-absence from the University will be provided the options of staying on the committee during their sabbatical or leave, being replaced on the committee for the remainder of their term or being replaced on the committee for the duration of their sabbatical or leave if it does not exceed their term.

**What happens if I am unable to attend a committee meeting?**

Members of Senate committees are expected to attend committee meetings and are to inform the committee chair of their inability to attend. A member of any committee who is absent from a scheduled committee meeting more than three (3) times per academic year will have their membership on the committee automatically terminated unless determined otherwise by the Chair of the committee.

## **Senate Standing Committee Chair FAQ's**

**What are my responsibilities as Chair of a Senate Standing Committee?**

Chairs of Senate Standing Committees are responsible for:

- Ensuring their committee meets the mandate as outlined in their Terms of Reference.
- Chairing the committee meetings using Roberts Rules of Order parliamentary procedures.
- Submitting Committee Reports to Senate and attending Senate and Senate Executive Committee meetings.
- Approve the agenda and minutes prior to distribution to the committee members.

Also, some Chairs become members of other Senate Standing Committees by virtue of their position.

Please email all other questions to [lusenate@lakeheadu.ca](mailto:lusenate@lakeheadu.ca)