



Senate Executive Committee – Terms of Reference

Approved by: Senate

Established on: November 23, 2012

Revised: January 18, 2016; October 30, 2017; March 18, 2019; October 26, 2020; February 12, 2024; May 11, 2026

Quorum: A simple majority of all filled positions. Committee members whose positions are listed as ** shall not be included in the total when the quorum is counted.

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	TERMS OF OFFICE
Appointed members shall not serve more than six consecutive years.	
Chair of Senate; in the absence of the Chair, any Senate Executive Committee member acting as Chair shall count towards quorum	Ex officio
**Vice-Chair of Senate	Ex officio
**Principal, Orillia Campus	Ex officio
Deans **Only four of the Deans shall count towards quorum	Ex officio
Vice-Provost (Students) & Registrar	Ex officio
University Librarian	Ex officio
Chairs of Senate Standing Committees	Ex officio
Council of Ontario Universities (COU) Academic Colleague	Ex officio
Ogimaawin Indigenous Education Council Member on the Senate	Ex officio
**Vice-Provost, Indigenous Initiatives (non-voting)	Ex officio
**Vice-Provost, Institutional Planning & Analysis (non-voting)	Ex officio
**Vice-Provost, International (non-voting)	Ex officio

**Deputy Provost, Academic Affairs (non-voting)	Ex officio
Three faculty-at-large Senators elected by the Senate	Three-year term (renewable, staggered)
Three Chairs/Directors of Departments/Schools elected by the Senate	Three-year term (renewable, staggered)
One student Senator elected by the Senate on the recommendation of the Lakehead University Student Union	One-year term (renewable)
**Secretary of Senate (non-voting)	Ex officio

ORGANIZATION

1. Chair: Chair of Senate
2. Vice-Chair: Vice-Chair of Senate
3. Secretary: Secretary of Senate or designate approved by the Chair
4. Administrative Office: University Secretariat

TERMS OF REFERENCE

1. Approve the proposed agenda for all regular meetings of the Senate;
2. Refer matters, when expediency so requires, to other committees of the Senate;
3. Receive, for information and/or discussion, reports from committees that are not being forwarded to Senate;
4. Act on behalf of the Senate when a quorum of the Senate cannot be obtained to deal with any matter that is within the responsibility of the Senate. See Article 3, paragraphs 3.1 and 3.2 of the Senate Bylaws;
5. Act as a nominating committee to recommend to the Senate persons for appointment to the Senate Nominations Committee, using the process set out in the Senate Nominations Committee Terms of Reference;
6. Act as an organization committee to recommend to the Senate revisions to the Senate Organization Committee Terms of Reference, using the process set out in the Senate Organization Committee Terms of Reference;
7. Report to the Senate as required.