



Senate Honorary Degrees Committee – Terms of Reference

Approved by: Senate

Established on: April 23, 2007

Revised: January 23, 2009; February 26, 2010; May 14, 2010; September 23, 2011; September 14, 2012; November 30, 2015; March 21, 2016; January 14, 2019; April 11, 2022; November 25, 2024, May 11, 2026

Quorum: A simple majority of all filled voting 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.

Pursuant to Article 10, paragraph 10.4d. of the Senate Bylaws, meetings of the Senate Honorary Degrees Committee are normally held in camera.

COMPOSITION	TERMS OF OFFICE
Appointed members shall not serve more than six consecutive years.	
President and Vice-Chancellor	Ex officio
Five faculty members elected by the Senate on the recommendation of the Senate Nominations Committee, including at least one faculty member from each of Simcoe County and Thunder Bay District.	Three-year terms (renewable)
One student member of the Lakehead University Student Union (LUSU) Executive, elected by the Senate on the recommendation of LUSU	Two-year term (renewable)
**Vice-Provost (Students) & Registrar (non-voting)	Ex officio
One member of the Alumni Association Board of Directors, elected by the Senate on the recommendation of the Alumni Association of Lakehead University Board Executive Committee	Three-year term (renewable)

ORGANIZATION

1. Chair: To be elected before July 1 annually by the Committee from among those members holding an academic appointment.
2. Secretary: As appointed by the University Secretariat
3. Administrative Office: University Secretariat

TERMS OF REFERENCE

1. Subject to the terms of the Senate-approved Honorary Degrees (HD) Policy, the Committee shall be responsible for:
 - a. Recommending to the Senate suitable persons for the award of Honorary Degrees from Lakehead University; and;
 - b. Determining which, if any, individuals on the Senate Approved Honorary Degree Nominees List will receive an Honorary Degree at upcoming Convocation ceremonies and the particular Honorary Degree they will receive;
2. The Committee shall have control over its own procedures, provided they are consistent with the HD Policy and these Terms of Reference;
3. Report to the Senate and/or Senate Executive Committee following every meeting, as required by the Senate Bylaws.