



## Senate Organization Committee – Terms of Reference

**Approved by:** Senate

**Established on:** April 1999

**Revised:** December 4, 2009; February 15, 2013; November 30, 2015; April 10, 2017; March 18, 2019; November 29, 2021, April 13, 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.	
**Provost & Vice-President (Academic); if the Provost is absent, the Deputy Provost, Academic Affairs may attend meetings as a voting member	Ex officio
**Deputy Provost, Academic Affairs (non-voting)	Ex officio
**One Dean appointed from and by the Deans' Council	Up to a three-year term (renewable)
Four faculty members who are or have been Senators, elected by the Senate on the recommendation of the Senate Nominations Committee	Three-year terms (renewable)
One student elected by the Senate on the recommendation of the Lakehead University Student Union	Up to a two-year term (renewable)
**Secretary of Senate (non-voting)	Ex officio

### ORGANIZATION

1. Chair: To be elected before July 1 annually by the Committee from among those members holding an academic appointment.
2. Vice-Chair: To be elected before July 1 annually by the Committee from among those

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- members holding an academic appointment.
  - 3. Secretary: Associate University Secretary (Senate)
  - 4. Administrative Office: University Secretariat

### **TERMS OF REFERENCE**

1. To review the terms of reference of the Senate Standing Committees at least every three years, or as required, to ensure Senate Bylaw and governance compliance, including but not limited to, formatting, balanced composition of voting members (approximately two-thirds of the voting members being comprised of Faculty, Librarians, and Students, as required by the Senate Bylaws), equity, diversity and inclusion, health and wellness, and the University's commitment to truth and reconciliation. Make recommendations to the Senate regarding proposed changes;
2. To review the terms of reference of subcommittees of the Senate Standing Committees, as required;
3. Engage in the review process of Senate-approved policies, as recommended by policyholders, and/or the University Secretariat to ensure Senate Bylaw and governance compliance, equity, diversity, and inclusion, health and wellness, and the University's commitment to truth and reconciliation;
4. To review the Senate Bylaws every five years, or as required. Make recommendations to the Senate regarding proposed changes;
5. Report to the Senate and/or Senate Executive Committee following every meeting, as required by the Senate Bylaws.