

# V SENATE EXECUTIVE COMMITTEE

Approved by Senate: November 23, 2012

Quorum: Unless otherwise stated in the approved terms of reference, quorum for Senate and all Senate committees is a simple majority of all filled positions. Committee members whose positions are listed as \*\* shall not typically be included in the total when quorum is counted.

**Unless otherwise set out in the Senate Bylaws, seven (7) 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. In addition, the Senate Executive Committee may act on behalf of Senate when quorum of Senate cannot be obtained, to deal with any matter that is within the responsibility of Senate. See Article V of the Senate Bylaws.**

## Composition

- 1. President\*\*
- 2. Provost & Vice-President (Academic)\*\*
- 3. **Principal, Orillia Campus**
- 4. Deans\*\*
- 5. University Registrar
- 6. University Librarian
- 7. Secretary of Senate (non-voting)
- 8. Chairs of Senate Standing Committees
- 9. One Student Senator elected by Senate on the recommendation of LUSU

## Official Observers

- 1. Director of Institutional Analysis & Government Relations
- 2. Director of Continuing Education & Distributed Learning
- 3. Vice-Provost (Student Affairs)
- 4. Vice-Provost (Aboriginal Initiatives)

## Terms of Office

1 to 7 **8** ex officio

**8 9** one-year term (renewable)

## Organization

- 1. Chair: President
- 2. Secretary: Secretary of Senate

### 3. Administrative Office: University Secretariat

#### Terms of Reference

1. Approve the proposed agenda for all regular meetings of the Senate.
2. Co-ordinate the presentation of reports and recommendations of the Senate Standing Committees.
3. Refer matters, when expediency so requires, to other committees of the Senate.
4. Hear reports of the committees other than for transmission to the Senate.
5. Act on behalf of the Senate when a quorum of Senate cannot be obtained to deal with any matter that is within the responsibility of the Senate. The Chair of Senate shall determine when it is necessary for the Senate Executive Committee to act on behalf of the Senate. Decisions taken by the Senate Executive Committee must be communicated to the next full meeting of Senate.
6. Act as a nominating committee to recommend to the Senate persons for appointment to the Nominations Committee of the Senate.
- ~~7. Members of the Senate Executive Committee shall be given a minimum of forty-eight (48) hours notice of the meeting. Notice shall be by telephone, e-mail or, if time permits, inter-office mail and shall include the rationale and the agenda for the meeting.~~
- 7. Act as an organization committee to recommend to Senate revisions to the Senate Organization Committee Terms of Reference.**