

Operations/Agenda (OAC)

Effective Date: July 2008

Revised: *

TERMS OF REFERENCE

To supervise the operation of the Senate and make recommendations on: rules of order, by-laws, change in committee functions, establishment of new standing or ad hoc committees, and other operational matters.

To organize the business of the Senate through the preparation of the Agenda and the dissemination to members of the Senate of information pertinent to the Agenda.

To review the role and operation of Standing Committees.

To present to Senate annually nominations for membership of the Senate Nominating Committee.

To appoint the Officers of Convocation.

To report to Senate at least annually on behalf of the Convocation Board and the Senate Review Board (Academic).

To invite to meetings of the Senate such persons who might be interested in, or who could contribute to debate or discussion on any Senate matter to be discussed at a meeting.

To request Senate Committees, Councils, and Advisory Committees that do not report to Senate on a regular basis to do so at least once a year.

COMPOSITION

Nine members of Senate, elected by Senate, at least one of whom shall be a student.

Ex officio:

President & Vice-Chancellor
Provost & Vice-President (Academic)
Vice-President (Operations & Finance)
Vice-Chair of Senate
Chair of the Nominating Committee
Secretary of Senate (non-voting)

Members shall be current members of Senate.

The Chair shall be the Vice-Chair of Senate; the Committee shall elect a Vice-Chair annually.

ADMINISTRATIVE NOTES

Membership Cycle: July 1 - June 30

Officers: Chair is the Vice-Chair of Senate, elected by Senate in April; Vice-Chair is elected in May/June

Meetings: 3:00 p.m. of the Thursday of the week preceding the meeting of Senate.