

Operations/Agenda Committee (OAC)

Effective Date: July 1, 2022
Supersedes: July 1, 2021; July 2008
Date of Next Review: Spring 2024

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, Senate Review Board (Academic), and the Senate Committee on University Teaching Awards.

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

Elected membership:

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

Ex officio (voting):

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

Ex officio (non-voting):

University Secretary

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

GENERAL PROCESS FOR SENATE COMMITTEES AND BOARDS

Quorum: At set out in Senate By-Law VI.11.(a), quorum shall be one-half of the voting members, including at least one-half of the elected or appointed members, during September to May, and one-third of the voting members, including one-third of the elected or appointed members, during June, July and August.

Quorum September to May: 7 members, including 5 elected/appointed

Quorum June to August: 5 members, including 3 elected/appointed

Terms: The terms of office for elected members shall be one year (renewable) for students and two years (renewable) for faculty/others, as set out in Senate By-Law VI.10.(a).