

**Senate
Executive Committee
Terms of Reference**

1. ESTABLISHMENT

The Senate (**Senate**) hereby establishes a standing committee called the Executive Committee (the **Committee**), under the provisions of the Senate's General Terms of Reference for Standing Committees and these Committee Terms of Reference, and delegates to the Committee the authorities set out herein. In the event of a conflict between the provisions of these Terms of Reference and the General Terms of Reference, these Terms of Reference will govern.

The Vice President (University Relations) shall act as the responsible senior administrator to the Committee, providing the link between senior administration and the Committee.

All defined terms which are used, but not defined herein, and which are defined in the General Terms of Reference or the Bylaws shall have the meaning given to such term in the General Terms of Reference or the Bylaws.

2. COMPOSITION

Chair

The Chair of Senate (ex officio, voting).

Vice Chair

The Vice Chair of Senate (ex officio, voting).

Voting Members¹

- The Chair of each Committee, provided that, in the event that the Senate Chair or Senate Vice Chair acts as a Committee Chair, the Vice Chair of that Committee will be the Member in the Chair's stead (ex officio)
- One Public Senator appointed by the Senate
- Two External Senators recommended by the Chair of the Senate and appointed by the Senate

3. ROLE

The Committee assists the Senate by acting in the place and stead of the Senate between regularly scheduled Senate meetings and by performing the other responsibilities that are delegated or assigned to it by the Senate.

4. RESPONSIBILITIES

The Committee will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Committee; however, the Committee may carry out such additional responsibilities as are necessary or appropriate for the performance of its role.

¹ The Committee must have a minimum of three voting members in accordance with the Senate's Standing Committees General Terms of Reference.

The Committee's primary responsibilities are as follows:

General

1. Act on behalf of, and with full authority of the Senate on matters that arise between regularly scheduled Senate meetings;
2. Provide counsel and support to the Chancellor on sensitive, complex and emerging issues and initiatives;
3. Recommend a multi-year plan for the Senate to the Senate for approval; and
4. Create a framework for, and evaluate and approve, proposed initiatives and activities of the Senate or any of its Committees that are not included in the Senate's multi-year plan.

Chancellor

1. Recommend the processes for the recruitment and selection of the Chancellor to the Senate for approval;
2. Carry out those responsibilities assigned to the Committee under the processes for the recruitment and selection of the Chancellor;
3. Once every three years, review and provide input into the role and responsibilities of the Chancellor; and
4. Develop and implement a process for providing feedback to the Chancellor from the Senate.

Succession Planning and Appointments

1. Conduct Senator succession planning, including approval of the processes for Public Senator and Representative Senator recruitment, appointment and renewal, and carry out those responsibilities assigned to the Committee under such processes;
2. Recommend individuals to the Senate for appointment as Committee Members and, excluding the Executive Committee, recommend individuals to the Senate for appointment as the Chair and Vice-Chair of each Committee in accordance with the Committee terms of reference; and
3. Approve Senate appointments to other bodies (excluding Committees).

Steering and Governance

1. Review and provide direction regarding the agendas for Senate meetings;
2. Recommend the annual Senate and Committee meeting calendar to the Senate for approval;
3. Oversee Committee activities through the periodic receipt of reports from Committee Chairs;
4. Oversee the annual evaluation of the Senate and Senate Committees;
5. Review the Senate Bylaws at least once every three years, oversee compliance with the Bylaws, and recommend any changes to the Bylaws to the Senate for approval;
6. Review the Senate's Code of Conduct at least once every three years, oversee compliance with the Code, and recommend any changes to the Code to the Senate for approval;
7. Review the Senate Committees' Terms of Reference at least once every three years, oversee compliance with the Terms of Reference, and recommend any changes to the Senate for approval; and
8. Establish ad-hoc committees of the Senate, as required, including approval of the Terms of Reference and the membership therefor.

Other

1. Approve, recommend, review or oversee, as appropriate, Senate policies and procedures, foundational and operational protocols, documents, programs and processes; and
2. Such other activities and responsibilities delegated or assigned to it by the Senate from time to time.

5. AUTHORITIES

The Committee has the authority to carry out its role and responsibilities, subject to any specific conditions or restrictions that are imposed on it by the Senate. The Committee does not have decision-making authority except where, and to the extent that, such authority has been expressly delegated or assigned by the Senate in these Terms of Reference or by a resolution of the Senate.

6. OPERATIONS

In the event that the Chair is unable to attend a meeting of the Committee, the Vice Chair shall act as Chair for that meeting. In the event that both the Chair and the Vice Chair are unable to attend a meeting of the Committee, then the meeting will be cancelled.

In respect of all regularly scheduled Committee meetings, other than in-camera meetings or sessions, the responsible senior administrator, the Associate Vice President Government and Community Engagement and the Manager of the OCS will be invited to attend all meetings, unless excused by the Chair for the whole or a portion of a meeting. Unless objected to by the Chair; the responsible senior administrator, the Associate Vice President Government and Community Engagement and the Manager of the OCS may invite such persons as they see fit to take part in the presentation or discussion of items for which they are responsible.

7. EFFECTIVE DATE

These Terms of Reference will be effective on the date that they are approved by the Senate or its delegate. All prior or existing Terms of Reference of the Committee are repealed as of the effective date of these Terms of Reference.

Dated: September 7, 2017