

Executive Committee

Terms of Reference

1. PURPOSE

The Executive Committee (hereafter referred to as the Committee) is a standing committee of Senate that coordinates the affairs of Senate. The mandate of the Committee includes the following:

1. To act as administrative oversight for Senate and its committees: their bylaws, activities, elections, self-assessment, etc.
2. To serve as point of first contact for new ideas and requests directed to Senate and the dissemination of these to the appropriate committee; and
3. To oversee conflict resolution within Senate and its committees.

2. DUTIES OF THE COMMITTEE

1. The Committee will make recommendations to Senate with respect to the following:

- a. Draft agendas and meeting packages for Senate meetings and retreats
- b. "Future agenda items" as requested from the floor at Senate meetings; a responsible body/individual will be determined depending whether the request is within Senate mandate or not; Senate will receive an update at its next meeting on Committee's deliberations and next steps as related to the request
- c. Expedited agenda items; late or expedited proposals must be approved by the Committee
- d. Senate meeting dates and annual planning calendar
- e. Senate self-governing policies and procedures
- f. Senate Committees' terms of references
- g. Senate election process
- h. Senate appointments (chairs, committee members, Senate members to non-Senate committees and groups, etc.)
- i. Senate vacancies
- j. Senate self-assessment (annually)
- k. Governance structure of Senate
- l. Other duties or authorities as delegated by Senate.

2. The Committee will act:

- a. As a liaison between Senate and the Board on all Senate-related matters or requests from the Board, as appropriate

- b. As the Awards and Honours Committee to support Senate in the nomination evaluation process
- c. On matters not assigned to other Senate committees.

3. APPROVAL AUTHORITY

1. Approval authority is limited to providing input, ideas and recommendations to Senate, except where Senate has delegated the Committee to act on its behalf: between meetings, during summer break when a decision must be made, and on matters requiring immediate action when a quorum of Senate is not reached, or at the direction of the Senate Chairs in extenuating circumstances when a timely decision must be made¹.
2. The Committee shall not remove any member of the Executive Committee or amend Senate bylaws without input and approval of Senate.
3. Any decisions made by the Committee when acting on behalf of Senate must be reported to and minutes must be approved by Senate.

4. MEMBERSHIP

The Committee shall have the following membership:

Voting members (8):

- a) University President, Senate Co-chair
- b) Faculty Co-Chair of Senate
- c) Provost and Vice-President, Academic
- d) A co-chair of each standing Senate committee (ARPP, CPRC, ASC) - 3
- e) Student member of Senate

The Committee shall strive to have its membership include at least 30% Indigenous persons from Yukon or elsewhere in Canada.

Non-voting resource member: University Secretary and General Counsel.

Term of office:

Members are elected by Senate for the duration of their Senate term.

There is no limit to the number of terms a member can serve as long as they are voting members of Senate.

5. COMMITTEE OPERATIONS

Meetings

- a. The Committee shall meet at least once each month in which a Senate meeting is scheduled and prior to it.
- b. Additional meetings may be scheduled and working groups formed as needed.
- c. Meetings are held in camera.

¹ With the authority to ratify decisions when it is acting on behalf of Senate (Senate, June 16, 2021)

Committee Co-chairs

The Committee shall be co-chaired by the Senate Co-Chairs who are voting members of this Committee.

Electronic Voting

At the direction of Committee Co-chairs, the University Secretariat shall make provisions for a Committee meeting or vote to be held by electronic means. For electronic voting, the first responder in support of the recommendation is the mover, and the second responder is the seconder.

Quorum and Voting Majority

- a. To conduct business - a quorum of majority of the voting members.
- b. To carry a motion - a majority of the voting members present.
- c. The Committee strives to achieve consensus in decision-making.

Meeting Minutes

Minutes will be recorded by the University Secretariat and once approved by the Committee, posted on the Senate SharePoint page.

Member Responsibility

- a. All members, voting and non-voting, are responsible for maintaining confidentiality of private and/or sensitive material.
- b. Members must review meeting packages prior to a meeting.

Co-chair duties

- a. To review draft meeting agendas as prepared by the University Secretariat.
- b. To chair committee meetings.
- c. To review draft minutes for accuracy before they are posted for members on-line.

Submission requirements

- a) Agenda item requests and submission deadline: 10 calendar days before the meeting, sent to the University Secretariat.
- b) Submission requirements:
Documentation:
 - only final (clean) versions of all required documents (see Appendix C below) are accepted for submission
 - for submissions which revise existing documents a blackline or track changes copy should be also provided
 - forms: all forms must fully complete, dated, and signed as required; AND
 - a Briefing Note must accompany each submission.Current forms and templates must be used.

6. REVIEW OF THE TERMS OF REFERENCE

This Terms of Reference will be reviewed by the Committee every 2 years.

It is the jurisdiction of the Senate Executive Committee to review Senate committee terms of reference and recommend changes to Senate for approval.

Document History

Include all updates as approved by Senate Date

<i>Date</i>	<i>Update</i>
December 11, 2019	ToR established by Academic Council
2020 - 2023	Revised by Senate annually
June 2024	Revised and approved by Senate