mon Yukon University

Executive Committee

Terms of Reference

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1. PURPOSE

The Executive Committee (hereafter referred to as the Committee) is a standing committee of Senate that provides strategic leadership and coordination for the governance work of Senate. The Committee supports the effective functioning of Senate by overseeing governance processes, coordinating committee activities, facilitating planning, and addressing matters requiring timely action between meetings.

The mandate of the Committee includes the following:

1. To provide governance oversight for Senate and its committees, including bylaws, committee activities, elections, member orientation, self-assessment, etc.
2. To serve as the first point of contact for new ideas and requests directed to Senate and facilitate their referral to the appropriate Senate committee or body.
3. To support the resolution of governance matters and conflicts arising within Senate and its committees.
4. To consider the effectiveness of Senate governance and recommend improvements to Senate's governance framework, committee structure, and governance practices.

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. Monitor and coordinate follow-up on future agenda items referred by Senate, including assigning responsibility and reporting back to Senate on progress.
    c. Late or expedited proposals requiring Senate consideration which have not otherwise been reviewed by a standing committee.
    d. Senate meeting dates and annual planning calendar
    e. Senate governance documents, including Senate bylaws, policies and procedures
    f. Senate Committees' terms of references
    g. Senate election process timelines
    h. Senate committee appointments including chairs, committee members, and Senate representatives to non-Senate internal or external committees or working groups
    i. Senate vacancies
    j. Senate governance effectiveness, including Senate self-assessment and Senate governance structure and committee effectiveness

k. Other duties or authorities as delegated by Senate.

2. Under authority delegated by Senate, the Committee will act:
   a. On behalf of Senate between Senate meetings in the event of an urgent or emergency matter of academic governance.
   b. As the coordinating body for governance planning and the continuous improvement of Senate's governance framework.
   c. As a liaison between Senate and the Board of Governors on all Senate-related matters as appropriate
   d. As the Awards and Honours Committee to support Senate in the nomination evaluation process
   e. On matters not otherwise assigned to another Senate committee.

3. APPROVAL AUTHORITY

1. The Committee's authority is limited to providing advice, recommendations, and governance oversight to Senate, except where Senate has expressly delegated authority to the Committee to act on its behalf pursuant to section 2.2 of these Terms of Reference. Such authority may be exercised between regular meetings of Senate, when a decision cannot reasonably wait until the next meeting, 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 made[1].
2. The Committee shall not remove any member of the Executive Committee or amend Senate bylaws without consideration and approval of Senate.
3. Decisions made by the Committee while acting under delegated authority shall be reported to Senate at its next regular meeting and recorded in the Senate minutes.

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**:**

[1] With the authority to ratify decisions when it is acting on behalf of Senate (Senate, June16, 2021)

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 that meeting.
b. Additional meetings may be convened, and working groups established, as required.
c. Meetings may be held in person, virtually, or in a hybrid format.
d. Meetings shall be held in camera.

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 may make provisions for Committee meetings or voting to be conducted electronically. For electronic votes, the first member to indicate support of the recommendation shall serve as the mover, and the second member shall serve as 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 shall strive to achieve consensus in its decision-making.

Meeting Minutes

Minutes will be recorded by the University Secretariat and, once approved by the Committee, made available through the University's approved governance document repository.

Member Responsibilities

a. All members, both voting and non-voting, are responsible for maintaining the confidentiality of private and/or sensitive material.
b. Members are expected to review meeting materials in advance of each meeting.

Co-chair duties

a. Review draft meeting agendas as prepared by the University Secretariat.
b. Chair committee meetings.
c. Review draft minutes for accuracy prior to their distribution or publication.
d. Work with the University Secretariat to support the effective planning and governance of Committee business.

Submission requirements

Agenda items and supporting documentation submitted to the Committee shall comply with the Senate Submission Guidelines (Appendix B in Senate Bylaws) and any additional submission requirements established by the University Secretariat.

6. REVIEW OF THE TERMS OF REFERENCE

These 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

Date	*Update*
December 11, 2019	ToR established by Academic Council
2020 - 2023	Revised by Senate annually
June 2024	Revised and approved by Senate
October 2026	Revised and approved by Senate