

Terms of Reference

1. PURPOSE

The Executive Committee (hereafter referred to as the Committee) is a 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.

The Committee strives to achieve consensus in decision-making.

2. DUTIES OF THE COMMITTEE

1. Review and approve agendas and meeting packages¹ for Senate meetings and retreats.
2. Prepare annual Senate meeting calendar.
3. Ensure policies of the Senate and its committees are properly executed.
4. Review Senate self-governing policies and procedures and recommend changes to Senate for approval.
5. Annually review all Senate committee terms of reference and recommend changes to Senate for approval.
6. Make recommendations to Senate on the following:
 - a. nomination, election, and voting processes
 - b. appointment of Senate and committee members and chairs
7. Monitor Senate and Senate committees for the following:
 - a. diversity and representation
 - b. vacancies
 - c. student participation
8. Recommend Senate members to non-Senate committees.
9. Ensure annual self-assessment of Senate and its committees.
10. Establish ad-hoc committees.
11. Periodically review the governance structure of Senate.
12. Act as the liaison between Senate and the Board on all Senate-related matters or requests from the Board.
13. Act as the Awards and Honours Committee to support Senate in the nomination evaluation process.
14. Act on matters not assigned to other Senate committees.
15. Subject to Section 3(1), act for Senate and its committees.
16. Submit a monthly report to Senate.
17. Other duties and decision-making as delegated by Senate.

¹ Duty to approve meeting package was approved by Senate December 15, 2021.

3. APPROVAL AUTHORITY

1. Approval authority is limited to providing input, ideas and recommendations to Senate, except where Senate has ted 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 made².
2. The Committee shall not remove any member of the Executive Committee or amend the bylaws without input and approval of Senate.
3. Any decisions made by the Committee must be reported to Senate.

4. MEMBERSHIP

1. The Committee shall have eight (8) voting members, of which a minimum sixty percent (60%) must be faculty:
Voting Members:
 - a) President Senate Co-chair
 - b) Faculty Senate Co-Chair
 - c) Vice-President, Academic and Provost (ex officio)
 - d) Four (4) faculty members who are voting members of Senate; previous Senate experience of at least 1 year is recommended³
 - 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 Members:

- a) Vice-President, Finance and Administration
 - b) Associate Vice-President, Governance and External
 - c) Administrative Assistant, Senate.
2. Members are elected by Senate for a three-year term from July 1st to June 30th. There is no limit to the number of terms a member can serve as long as they are voting members of Senate.
 3. The Committee co-chairs shall be appointed for a three-year term by the Committee. There is no limit to the number of terms the Chair can serve as long as they are a voting member of Senate.

5. COMMITTEE OPERATIONS

1. The Committee shall meet at least once each month in which a Senate meeting is scheduled.
2. Quorum of five (5) voting members is required.
3. Co-chair role
 - To review draft agendas as prepared by the Governance Office.
 - To chair committee meetings.
 - To review draft minutes for accuracy before they are posted on-line for review and approval by the Committee.

² authority to ratify decisions when it is acting on behalf of Senate (Senate, June16, 2021)

³ Previous experience note is approved by Senate on June 14, 2023

4. At the direction of Committee Co-Chairs, administrative assistant of the Senate shall make provision 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.
5. Additional meetings or working groups may be scheduled as needed.
6. Meetings are open to visitors except for in-camera sessions.
7. From time to time, voting members of the Committee may invite guests to meetings to speak to specific agenda items.
8. Minutes of the meeting will be recorded by the administrative assistant to Senate and once approved by Committee members, posted on SharePoint for Senate members to review.