



1. The Senate Committee on Agenda and Governance (Committee) shall:
 - a. assist the Chair of Senate in preparing the agenda of the Senate meetings;
 - b. ensure that the items included in the Senate agenda fall within the powers of Senate in accordance with the *University Act* and clearly state their purpose and intent;
 - c. review the Rules to Govern the Conduct of Senate Procedures and the Rules to Govern Elections to the Board of Governors and Senate and make recommendations for their revision from time to time;
 - d. deal with all matters of governance and procedures that fall within the powers and duties of Senate that may be referred to it from time to time by Senate; and
 - e. make recommendations to Senate with regard to the membership, structure, terms of reference and procedures of Senate Committees and, where appropriate, any other committees requiring representation from members of Senate or faculty representation.
2. The Committee will not interfere with the rights of a Faculty, a Senate committee or a member of Senate to bring any matter to the attention of Senate that falls within the powers of Senate for information or necessary action.
3. The Committee may appoint *ad hoc* sub-committees consisting of Senate or non-Senate members to assist the Committee in the performance of its duties.
4. In response to an emergency which disrupts the delivery of academic programs, Senate may delegate authority to the committee for specific decision making, as documented in the *Emergency Protocol for Senate Operations* (see *Senate Rules and Procedures*, Appendix A)
5. The quorum of the Committee when it meets to discuss matters concerning the Senate agenda shall be 3 members, at least one of whom shall be a faculty member.
6. The quorum of the Committee when it meets to discuss matters of governance or procedures shall be 5 members.
7. The quorum of the Committee when it meets in accordance with the *Emergency Protocol for Senate Operations* shall be 3 members, not including the Vice-President Academic and Provost.

Senate standing and ad hoc committee meetings are normally closed. A committee may determine that the whole or part of any committee discussion or document presented to the committee shall be held in confidence.

Composition:

- 5 members of Senate who are either faculty members, a professional librarian or a continuing sessional* (voting)
- 1 student member of Senate (voting)
- 1 convocation member of Senate (voting)
- the President as Chair of Senate (*ex officio*, voting)
- the Vice-Chair of Senate (*ex officio*, voting)
- Vice-President Academic and Provost (*ex officio*, voting)
- University Secretary (*ex officio*, non-voting)

Total membership - 11 (10 voting members)

**Two members from this category shall be elected to the Committee by Senate, in accordance with section 55.00 of the Senate Rules and Procedures. The other 3 members shall be appointed by Senate upon recommendation of the nominations sub-committee.*

The secretary of the committee is the Associate University Secretary.

Senate Committee on Agenda and Governance Nominations Sub-committee

Procedures

1. The nominations sub-committee will meet to propose recommendations for the membership of Senate committees for consideration at the May and October meetings of Senate. All recommendations to Senate must have the consent of the nominees.
2. The nominations sub-committee will annually publicize to the Senate and the university community a list of Senate committee vacancies for the upcoming year. Nominations for the vacancies should be submitted in writing to the Chair of the nominations sub-committee by a specified deadline.
3. Nominations sub-committee members are urged to suggest candidates for vacancies and should not limit suggestions to candidates from their own faculty.
4. The nominations sub-committee will consider nominations received, in addition to names put forth by members of the nominations sub-committee in making its recommendations to Senate.
5. The nominations sub-committee will consider the following when preparing its recommendations to Senate:
 - a. Rotation of committee members in accordance with Senate regulations and the need to provide adequate continuity;
 - b. Both administrative and academic loads on individuals;
 - c. Desirability of spreading committee responsibilities as widely as possible throughout a faculty and across faculties; and
 - d. The acquainting of a new faculty members with university procedures.

6. The members of the Senate present at the May and October meetings may make further nominations for the Senate committee vacancies. Senate will elect the committee members from the list of nominees, if more than one per vacancy is received.
7. The nominations sub-committee will recommend to Senate names to fill any Senate committee vacancies that arise through the year.

Nominations Sub-Committee Composition

8. The Committee will form a nominations sub-committee to recommend to Senate the membership of Senate Committees and, where appropriate, other committees requiring representation from members of Senate or faculty representation. The nominations sub-committee will be composed of the following committee members:
 - the President or nominee (*ex officio*, voting)
 - the Vice-Chair of Senate (*ex officio*, voting)
 - the student member of Senate (voting)
 - two members of the Committee who are not students, one of whom will be a member elected to the Committee by Senate and will serve as the Chair of the sub-committee (voting).

Total membership – 5 (5 voting)

The secretary of the sub-committee is the Associate University Secretary.

Student Membership on Senate Standing Committees

9. As approved by Senate on 15 April 1969, the minimum student representation on Senate committees shall be as follows:
 - a. Senate Committee on Academic Standards: 2 students, including 1 graduate student and 1 undergraduate student, at least 1 of whom must be a member of Senate (the other will be nominated by the UVSS or the GSS as appropriate);
 - b. Senate Committee on Admission, Re-registration and Transfer: 2 student members of Senate;
 - c. Senate Committee on Agenda and Governance: 1 student member of Senate;
 - d. Senate Committee on Appeals: 3 student members of Senate;
 - e. Senate Committee on Awards: 1 student member of Senate;
 - f. Senate Committee on Continuing Studies: 2 students, including at least 1 graduate student and 1 undergraduate student, at least 1 of whom must be a member of Senate (the other will be nominated by the UVSS or the GSS as appropriate);
 - g. Senate Committee on Curriculum: 1 student member of Senate from the Senate Committee on Academic Standards;
 - h. Senate Committee on Honorary Degrees and Other Forms of Recognition: 1 student member of Senate;

- i. Senate Committee on the Library: 2 students, including 1 graduate student and 1 undergraduate student, at least 1 of whom must be a member of Senate (the other will be nominated by the UVSS or the GSS as appropriate);
- j. Senate Committee on Planning: 2 students, including at least 1 graduate student and 1 undergraduate student, at least 1 of whom must be a member of Senate (the other will be nominated by the UVSS or the GSS as appropriate);
- k. Senate Committee on Teaching and Learning: 5 students, including at least 1 student member of Senate, 2 undergraduate students and 1 graduate student; and
- l. Senate Committee on University Budget: 1 student member of Senate.

Approved and Revised by Senate:

February 5, 1975

May 6, 2011

December 6, 2013