

Operations/Agenda Committee (OAC)

Effective Date: September 13, 2024
Supersedes: July 1, 2022; July 1, 2021; July 2008
Date of Next Review: Spring 2027

TERMS OF REFERENCE

To supervise the operation of the Senate and make recommendations on rules of order, by-laws, changes in committee functions, establishment of new standing or ad hoc committees, and other operational matters.

To organize the business of the Senate through the preparation of the Agenda and the dissemination to members of the Senate of information pertinent to the Agenda.

To review the role and operation of Standing Committees.

To present to Senate annually nominations for membership of the Senate Nominating Committee.

To appoint the Officers of Convocation.

To report to Senate at least annually on behalf of the Convocation Board, and Senate Review Board (Academic).

To invite to meetings of the Senate such persons who might be interested in, or who could contribute to, debate or discussion on any Senate matter to be discussed at a meeting.

To request Senate Committees, Councils, and Advisory Committees that do not report to Senate on a regular basis to do so at least once a year.

To be mindful of the Truth and Reconciliation Commission's Calls to Action on Education (no. 62 – 65) and principles of Equity, Diversity, Inclusion, Decolonization and Accessibility (EDIDA) as set out in Western's EDI Strategic Plan and Indigenous Strategic Plan in fulfilling its responsibilities, particularly the ways in which procedural rules and decisions can either foster or hinder the advancement of these principles.

To form subcommittees and working groups as necessary.

COMPOSITION

Elected membership:

Nine members of Senate, elected by Senate, at least one of whom shall be a student. Members must be current members of Senate.

Ex officio (voting):

President & Vice-Chancellor (or designate)
Provost & Vice-President (Academic) (or designate)
Vice-President (Operations & Finance) (or designate)
Vice-Chair of Senate
Chair of the Nominating Committee (or designate)

Ex officio (non-voting):

University Secretary

The Vice-Chair of Senate shall be the Chair of the Committee. The Committee shall elect a Vice-Chair of the Committee annually.

GENERAL PROCESS FOR SENATE COMMITTEES AND BOARDS

Designates: Per Senate By-Law VI. 8. a), an *ex officio* member may designate two persons to act on their behalf. The designates shall occupy official positions in the same unit and be able to fully represent the *ex officio* member at the meeting. The Secretariat's Office must be notified about the names of the designates by September 1 each year.

Terms: Per Senate By-Law VI. 10. a), unless otherwise specified, the terms of office for elected members shall be one year (renewable) for students and two years (renewable) for faculty/others.

Quorum: Per Senate By-Law VI. 11. a), quorum shall be one-half of the voting members, including at least one-half of the elected or appointed members, during September to May, and one-third of the voting members, including one-third of the elected or appointed members, during June, July and August.

Quorum September to May: 7 members,
including 5 elected/appointed

Quorum June to August: 5 members,
including 3 elected/appointed