

# SENATE STEERING AND NOMINATING COMMITTEE **PROPOSED**

## Terms of Reference:

1. To prepare the agenda of Senate ~~on to allow for the basis~~ timely completion of a ~~schedule suited on its policy-making activities and ensure~~ the one hand, to the effective conduct of Senate debate and, on the other hand, to the fulfillment of Senate's responsibility for completing its various policy making activities on time.
2. To ensure that necessary deadlines for the completion of the business of Senate and its various committees are made known and that every effort is being made to meet them.
3. To allocate all matters of Senate business to the appropriate channels or bodies for further action and ~~for~~ implementation.
4. Be empowered by Senate to review, periodically, the composition, terms of reference, procedures, and ~~vitality~~ effectiveness of each committee of Senate, and ~~that it~~ make recommendations to Senate concerning the discontinuation, modification, or establishment of Senate Committees.
5. Upon a specific recommendation by Senate, be empowered to act for Senate, when necessary, between meetings or during such times in which the meetings of Senate as-a-whole are suspended. Such a recommendation shall be made either through a majority vote of senators at a Senate meeting, or by ballot (including electronic mail) at the call of the Chair of Senate.
6. To develop and recommend to Senate for approval regular procedures for the staffing of all standing and ad hoc committees of Senate, joint Board-Senate committees and advisory committees to which Senate appoints members.
7. To solicit and bring forward names of candidates to fill all vacant positions on standing and ad hoc committees of Senate, and the appropriate positions on other committees referred to in (6)
8. To advise Senate on the appropriate structure and the staggering of terms for new standing or *ad hoc* committees of Senate.
9. To provide a summary report of activities to Senate annually.

## Composition:

Senate Steering and Nominating Committee will consist of two faculty members, two administrators and one student representative.

Chair of Senate (Chair)

Vice-Chair of Senate who is a faculty member elected as per the Processes and Procedures of Senate

Secretary of Senate who is the Registrar of the University

1 additional faculty member elected by and from Senate as per the Processes and Procedures of Senate

1 student member who shall be the President of the UPEI SU or an alternate student senator designated by the UPEISU

Senate Assistant (non-voting)

**Note: Senate will consider Equity, Diversity, and Inclusion to balance the composition of the committee.**

POSITION	Member	EXPIRY DATE
Chair of Senate	Greg Keefe	<i>ex officio</i>
Vice-Chair of Senate		
Secretary of Senate	Donna Sutton	<i>ex officio</i>
Faculty Member (Arts)	Cathy Ryan	June 30, 2024
Student Member	Adam MacKenzie	April 30, 2023
Senate Assistant ( <i>non-voting</i> )	Sonia O'Connor	