

Policy No.	Officer Responsible		
S2009-02	Senate		
Policy Name			
Senate Tributes Committee Mandate and Structure			
Approved by	Replaces	Category	Next Review
Senate			2019
Date Issued	Date Revised	Related Policies, Reference	
January 2009	March 2014		

1. REPORTING

The Senate Tributes Committee is a standing committee of Senate and makes recommendations to Senate.

2. MANDATE

- To develop and periodically review criteria and procedures for the recommendation of candidates for Honorary Degrees.
- To recommend to Senate candidates for Honorary Degrees.
- To recommend to Senate candidates for Faculty Emeritus following existing criteria and procedures (see S1999-06).
- To periodically review criteria and procedures for the recommendation of candidates for Faculty Emeritus.

3. MEMBERSHIP

The Chair

The Chair will be a member of Senate who is elected by the members of the committee. The duties of the Chair are as follows:

- To chair the meetings and to prepare agendas.
- To ensure that the recommendations of the committee are taken to Senate.

Members

The voting members consist of:

- eight members appointed by Senate from the Senate voting (or alternate voting) members as follows:
 - Chair of Senate
 - Vice-chair of Senate
 - Six additional members such that the committee membership, excluding the Chair of Senate, includes four faculty members, one staff member, one student and one administrator

Resource Members

The non-voting members consist of:

- The Administrator responsible for Development and Alumni Relations is invited to attend all meetings ex-officio (non-voting).
- Additional non-voting resource members may be added by the Committee as required.

Term of Office

Each member is appointed annually. If vacancies occur, appointments are made to complete the term.

4. CONDUCT OF MEETINGS**Schedule**

As often as necessary, but at least once each year.

Quorum

Four voting members

Tie Votes

In the event of a tie, the Chair may vote to break the tie.

Visitors to Meetings

All meetings are held *in camera*. The chair, however, is authorized to invite relevant individuals to speak to particular nominations.