

SENATE EXECUTIVE GROUP

LONDON
SCHOOL of
HYGIENE
& TROPICAL
MEDICINE



CONSTITUTION

Deputy Director and Provost (Chair)
Pro-Director Learning & Teaching
Dean of Faculty (1)
Nominated senior academic Senate members (4)*

Secretary: Director of Resources & Planning (or nominee)

* comprising: x 3 elected Senate members - one from each Faculty; x1 Head of Department serving on Senate in this capacity

TERMS OF REFERENCE

1. To oversee operational business on behalf of Senate.
2. To consider and approve non-strategic business on behalf of Senate, including recommendations concerning policies, procedures and regulations from sub-committees.
3. To prepare business for Senate through identifying strategic issues emanating from sub-committees and elsewhere.
4. To receive and disseminate relevant information.
5. To report regularly to Senate on activity undertaken on its behalf.
6. To undertake other business delegated by Senate as appropriate.

Agreed by Council, March 2009.

Revised by Senate, November 2009, May 2010 & Senate Chair's action November 2011

2012rev

2014rev

2015rev

SENATE EXECUTIVE GROUP

LONDON
SCHOOL of
HYGIENE
& TROPICAL
MEDICINE



STANDING ORDERS

1. Meetings of the Senate Executive Group

(i) the Senate Executive Group shall normally meet four times during the academic year. Two meetings shall normally be held approximately a month in advance of the Autumn and Summer Term meetings of Senate, and the other two meetings shall be held in the Spring Term and late Summer Term. It shall be the duty of the Secretary of the Senate Executive Group to give at least seven days notice of meetings and to send out agenda at least five days before the meeting.

(ii) additional meetings shall be called as required by the Chair or at the written request of no fewer than one third of the members, provided that the members requesting the meetings shall provide a clear statement of the matters they wish to have discussed at the meeting. The additional meeting shall be held within a minimum of 10 days and a maximum of 21 days from the date of receipt of the request by the Secretary. The Secretary shall notify all members of the date, time and venue of any special meeting. No business shall be transacted at a special meeting except that for which it has been convened.

2. Quorum

The Senate Executive Group shall be deemed to be quorate when a majority of members, including *ex officio* members, are present.

3. Order and Conduct of Business

(i) any proposal or recommendation which appears on the Agenda or in a report submitted to the meeting shall be put to the meeting for resolution, and

(ii) no proposal or motion proposed during the course of a meeting shall be put to the meeting for resolution without the approval of the Chair.

(iii) if the Chair determines that voting is required this shall be by show of hands of those present. The votes of the majority shall decide. When equal numbers of votes are cast, the Chair shall have a casting vote. If a count takes place, the number of votes cast shall be recorded in the minutes of the meeting.

(iv) minutes of every meeting shall be kept by the Secretary or their delegated representative, who shall be responsible for retaining all minutes and papers for archive.

The minutes of each meeting shall, after confirmation, be placed on the School's shared drive as soon as possible thereafter.

4. Membership of Senate Executive Group

- (i) the Chair of Senate shall be the Chair of Senate Executive Group;
- (ii) procedures for the appointment of members to the Senate Executive Group are as follows:

Dean of Faculty x 1	to be agreed between DoFs. Director to determine in event DoFs are not in agreement
Senior academic Senate members x 4	<p>x 3 members – one member nominated by each Faculty from among <u>elected</u> Faculty senior academics serving on Senate</p> <p>x 1 member nominated from among Senate members appointed in capacity as Head of Department; nomination by agreement between Faculties. Senate to elect in event Faculties are not in agreement and/or there is more than one candidate put forward.</p>

- (iii) the Dean of Faculty and the member serving in the capacity as Head of Department may not be from the same Faculty;
- (iv) nominated members shall be appointed for a period which is co-terminus with their elected or appointed period to Senate, that is for a period of three years. Nominated members shall be eligible for re-appointment, subject to re-appointment or re-election to Senate and re-nomination by the Faculties, except that members will not normally serve for more than two consecutive terms of three years;
- (v) periods of office of nominated members shall coincide with their appointments to Senate, that is commence on 1 September, save that any member nominated to fill a casual vacancy shall be a member only for the unexpired portion of the period of appointment of the member replaced, but any such period shall be disregarded in determining that member's eligibility for further appointment;
- (vi) *Ex officio* members shall cease to be members on vacation of the relevant office, and
- (vii) nominated members shall cease to be members if they cease to be eligible in the categories in which they were appointed or elected to Senate or if they send notice of resignation in writing to the Director of Resources & Planning.