





**GENERAL PROCESS FOR SENATE SUBCOMMITTEES**

**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. b), the quorum shall be one-half of all voting members during September to May, and one-third of all voting members during, June, July and August.

Quorum September to May:            12 members

Quorum June to August:            8 members