

Convocation Board

Effective Date:	July 1, 2024
Supersedes:	May 13, 2022; July 2014
Date of Next Review:	Spring 2027

TERMS OF REFERENCE

To be responsible to Senate, through the Operations/Agenda Committee, for the organization and administration of the details of the Convocation ceremonies.

To act, within the policies of Senate, in all matters relating to academic costume within the University.

To report at least annually to Senate through the Operations/Agenda Committee.

To determine the roles and accountabilities of the Officers of Convocation.

To be mindful of to 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.

COMPOSITION OF CONVOCATION BOARD

Ex officio (voting):

- Director of Convocation, who shall be Chair
- Associate Director of Convocation
- Chancellor
- President & Vice-Chancellor
- Vice-Provost (Academic Programs)
- Vice-Provost (Graduate & Postdoctoral Studies)
- University Registrar
- University Secretary
- Marshal

The Board shall elect a Vice-Chair annually.

OFFICERS OF CONVOCATION

Officers are appointed by the Operations/Agenda Committee for two-year terms but are not eligible for more than two consecutive terms. Officers shall be eligible for re-election after a lapse of two years following the expiration of the second of two consecutive terms.

- Director of Convocation
- Marshal
- Two Associate Marshals
- Chief Usher
- Two Associate Chief Ushers
- Two Esquire Bedels
- Chief Public Orator
- Two Associate-Chief Public Orators

Ex officio:

- Associate University Secretary who shall serve as Associate Director of Convocation

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. 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: 5 members

Quorum June to August: 3 members