

Nominations Committee Terms of Reference

Students' Legislative Council

Created: N/A

Amended: May 15, 2007(65.03);
April 13, 2010 (67.37); September 19, 2010 (68.13);
July 23, 2013 (71.14); March 18, 2014 (71.68);
February 24, 2015 (72.60); June 6, 2017 (75.04);
March 20, 2018 (75.55)



Authority & Mandate

- 1 (1) Under the Union Bylaw, Nominations Committee is a Standing Committee responsible for appointing Students' Legislative Council (SLC) and student-at-large members to SU Committees at the request of SLC.

(2) Nominations Committee is responsible for making recommendations regarding appointments for any vacancies that may arise on SLC as per the Union Bylaw.
- 2 (1) Nomination Committee shall follow the Union Bylaw sections that speak to vacancies and appointments.

Membership

- 3 (1) The committee shall be composed of:
 - (a) The Vice President Operations and Finance, as Chair (voting);
 - (b) Five non-Executive SLC members (voting); and
 - (c) The General Manager or designate (non-voting).
- (2) SLC shall appoint members to Nominations Committee by the first SLC meeting in June each year.

Quorum

- 4 (1) To hold a valid meeting of the committee, the following members must be present to form quorum:
 - (a) The Chair;
 - (b) Two non-Executive SLC members; and
 - (c) The General Manager or designate.

Duties and Responsibilities

- 5 (1) Nominations Committee shall meet as required, and meetings must be called by the Chair.

- (2) The Chair shall call a special meeting within two days of receiving a request to do so in writing from a least two committee members.
- (3) Committee members must be given at least two business days' notice prior to the convening of any committee meeting.
- (4) Two business days' notice is not required if all committee members agree to convene a meeting.
- (5) The Chair may designate a member of the committee as interim chair, in case of absence.
- 6 (1) The committee may conduct a vote via email at the discretion of the Chair provided that committee members are given at least two business days' notice to vote. Committee members may request a special meeting in accordance with section 5(2) if they are uncomfortable with voting via email.
- 7 (1) If a member is absent from more than two consecutive meetings without providing advance notice to the Chair, the committee may, by a resolution approved by a two-thirds majority vote of the committee, revoke the person's membership.
- 8 (1) The Chair shall ensure that committee decisions are recorded.
 - (2) Copies of minutes shall be made available to the public with the exception of In-Camera discussions.
 - (3) The Chair shall provide SLC with a report on all appointments.
 - (4) In making appointments, the committee shall strive to ensure all interested members are given the opportunity to participate on SU committees.
 - (5) Committee meetings are not open to the public.

SLC Vacancies

- 9 (1) If a vacancy occurs on SLC as outlined in the Union Bylaw, Nominations Committee may appoint an ad-hoc subcommittee for the purpose of considering applicants to the position.
 - (2) The sub-committee shall be composed of:
 - (a) One member of the Executive (voting);
 - (b) Two non-Executive members of Nominations Committee (voting); and
 - (c) The General Manager or designate (non-voting).
 - (3) The sub-committee shall be responsible for:
 - (a) Reviewing applications;
 - (b) Creating a shortlist of no more than three applicants; and
 - (c) Interviewing shortlisted applicants

- 10 (1) Applicant eligibility shall be based on criteria outlined in the Union Bylaw and other Union Policy.
 - (2) Applicants who are unable to attend regular SLC meetings due to required course components or other reasons may not be considered eligible to fill a vacancy on SLC.
- 11 (1) Following the conclusion of interviews by any subcommittee, Nominations Committee shall receive the resumes, cover letters, and subcommittee member interview notes for each shortlisted candidate for discussion and in the interests of making an informed recommendation to SLC.
- 12 (1) Nominations Committee shall recommend one applicant to SLC by a Simple Majority Vote.