

Nominations Committee Terms of Reference		
Parent Policy:	Union Bylaw	
Related Policies:	SU Committee Terms of References	
Approving Body:	Students' Legislative Council	
Passed:	Unknown	
Amended:	November 5, 2019 (77.20)	

Definitions

Confidential Information refers to personal, financial, and strategic information which reasonably will not be made available to the public when providing minutes, meeting agendas, or reports. This includes, but is not limited to, human resources matters, award applications, hardship and funding requests, club or union finances, and information that may affect the interest of the Students' Union, such as details of policies or agreements which have not yet been finalized.

Authority

- 1 (1) The Union Bylaw establishes the Nominations Committee as a standing Committee of the Students' Union.

Mandate

- 2 (1) The Nominations Committee shall be responsible for appointing Students' Legislative Council (SLC) and Student-at-Large members to SU Committees at the request of SLC according to the Union Bylaw.
- (2) Nomination Committee shall be responsible for making recommendations regarding appointments for any vacancies that may arise on SLC according to the Union Bylaw.

Membership

- 3 (1) The Committee shall be composed of:
 - (a) Vice President Operations and Finance, as Chair;
 - (b) Five non-Executive SLC members; and
 - (c) Students' Union General Manager or designate (non-voting)
- (2) Committee members shall be appointed by the first SLC meeting in May each year.
- (3) Appointments to the Committee shall be for the duration of the Spring, Summer, Fall and Winter sessions.
- (4) In the event of a vacancy, the Chair shall immediately request that the SLC fill the vacant Committee position.

- (5) If a member is absent from more than two consecutive meetings without providing advance notice to the Chair, the Committee may, by a Super Majority vote of the Committee, revoke the person's membership.

Quorum

- 4 (1) Quorum shall consist of four members, which must include:
 - (a) The Chair;
 - (b) Two non-Executive SLC members; and
 - (c) The Students' Union General Manager or designate.

Duties of the Chair

- 5 (1) The Chair shall:
 - (a) Chair Committee meetings;
 - (b) Appoint another member of the Committee as Acting Chair, if the Chair is unable to attend for any reason.

Duties and Responsibilities

- 6 (1) The Nominations Committee shall be delegated the authority to:
 - (a) Recommend appointments for vacant positions on SLC to SLC;
 - (b) Appoint members to Committees, with the exception of: Nominations Committee, Operations and Finance Committee, and Clubs Committee;
 - (c) Fill vacant positions on Committees; and
 - (d) Recommend appointments for vacant positions on the Review Board and Tribunal to SLC.
- 7 (1) The Committee shall conduct an annual review of Nominations Committee Terms of Reference and Procedures.

SLC Vacancies

- 8 (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

9 (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.

10 (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.

11 (1) Nominations Committee shall recommend one applicant to SLC by a Simple Majority Vote.

Meeting Protocol

12 (1) Committee meetings shall be closed to the public.

13 (1) The 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.

14 (1) Guests may attend at the discretion of the Chair to participate in discussion.

15 (1) The Chair shall designate General Manager or designate responsibility for distributing the agenda and meeting materials to the Committee at least 48 hours' in advance of the meeting.

16 (1) The Chair shall designate General Manager or designate responsibility for recording meeting minutes.

17 (1) The Committee shall require a Simple Majority vote to recommend one applicant to SLC.

(2) The Committee may conduct a vote via email at the discretion of the Chair if Committee members are given at least two business days' notice to vote. Committee members may request a special meeting in accordance with section 17 (2) if they are uncomfortable with voting via email.

18 (1) Committee documents (meeting agendas, reports, and minutes) shall be made available to Active Members upon written request to the Chair.

(2) Committee documents requested under section 18 (1), shall be provided within five – ten business days.

(3) Notwithstanding section 18 (1), the SU shall redact any Confidential Information prior to making the Committee documents available.

(4) Committee documents may be made available to individuals other than Active Members at the discretion of the Chair.

Reporting

19 (1) The Chair shall report on Committee activities to SLC at the next available opportunity following a meeting.

Amendment History: May 17, 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); November 5, 2019 (77.20).