


Appointment Procedure for Elected Officials		
Parent Policy:	Union Bylaw	
Related Documents:	--	
Approval Authority:	Students' Legislative Council	
Passed:	April 02, 2024	
Amended:	--	

1 Purpose

- (1) The purpose of this procedure is to provide a consistent and transparent process for the appointment to vacant **Elected Official** positions.

2 Definitions

- (1) In this procedure:
- (a) “**Active Member**” is defined per the **Union Bylaw**.
 - (b) “**Elected Official**” is defined per the **Union Bylaw**.
 - (c) “**SLC year**” means the period following the Colour Night held after the General Election of a given year and concluding at the Colour Night held after a General Election in the following year.
 - (d) “**SU**” is defined per the **Union Bylaw**.
 - (e) “**SLC**” is defined per the **Union Bylaw**.
 - (f) “**Executives**” refers to positions on SLC inclusive of:
 - (i) the President;
 - (ii) the Vice President Academic;
 - (iii) the Vice President External;
 - (iv) the Vice President Internal; and
 - (v) any future Executive office that may be created by **SLC**.

3 Procedure for the Appointment of an Elected Official into an Executive Position

- (1) The procedure outlined in this section does not apply to the office of the President, where if vacant, the responsibilities of the President are to be split among the other **Executives**.

- (2) The following procedure will be used to appoint incumbent Faculty Representatives into a vacant Executive office(s):
 - (a) at the beginning of an **SLC year**; or
 - (b) when an Executive position becomes vacant.
- (3) **SLC** will pass a resolution by majority vote to establish a special committee comprising an Executive, up to two Faculty Representatives and the General Manager or designate to facilitate the preliminary processes for the appointment of an **Elected Official** into the vacant Executive position(s).
- (4) the General Manager or designate will make an application form available to **SLC**, which must include:
 - (a) the eligibility criteria for **Executives** as outlined in the Elections Policy and any other requirements;
 - (b) information about the position's role and responsibilities;
 - (c) a duration for the term of appointment; and
 - (d) questions about the applicant's interest in the role, qualifications or applicable prior experience, or other questions that are relevant to the roles and responsibilities of the position for the applicant to complete, to inform the selection process.
- (5) Upon close of the deadline for applications, the General Manager or designate will provide a list of interested candidates to the special committee.
- (6) The special committee will interview all eligible candidates and may:
 - (a) shortlist their most preferred candidate to **SLC** for appointment;
 - (b) declare a failed search and repeat the processes outlined in subsection (3) – (5) again; or
 - (c) declare a failed search, recommend the vacant Executive position(s) stays vacant, and request **SLC** to relieve members of the special committee of their duties.
- (7) The **SLC** will vote by two-thirds majority on the recommended candidate to be appointed into the vacant Executive office(s).

4 Procedure for Appointments of Active Members as Elected Officials

- (1) The following procedure will be used to appoint members to an **Elected Official** position on **SLC** during an **SLC year**.
- (2) **SLC** will pass a resolution by majority vote to establish a special committee comprising an Executive, up to two Faculty Representatives and the General Manager or designate to facilitate

the preliminary processes for the appointment of an **Elected Official** into the vacant **Elected Official** position(s)

- (3) the General Manager or designate will make an application form available to **Active Members** for at least 10 business days, which must include:
 - (a) any applicable eligibility criteria for Faculty Representatives as outlined in the Elections Policy and any other requirements;
 - (b) information about the position's role and responsibilities;
 - (c) a duration for the term of appointment; and
 - (d) questions about the applicant's interest in the role, qualifications or applicable prior experience, or other questions that are relevant to the roles and responsibilities of the position for the applicant to complete, to inform the selection process;
- (4) the General Manager or designate will review all applications received and filter out any applications that are ineligible based on established requirements for the position, where applicable;
- (5) the General Manager or designate will present a shortlist of candidate(s) to be interviewed to the special committee.
- (6) The special committee will interview all eligible candidates and may:
 - (a) shortlist their most preferred candidate to **SLC** for appointment;
 - (b) declare a failed search and repeat the processes outlined in subsection (3) – (5) again; or
 - (c) declare a failed search, recommend the vacant Elected Official position stays vacant, and request **SLC** to relieve members of the special committee of their duties.
- (7) The **SLC** will vote by two-thirds majority on its preferred candidate to be appointed to the vacant elected official role(s).
- (8) If the recommended candidate does not receive the necessary votes for appointment, SLC may by majority vote:
 - (a) begin the appointment process over again; or
 - (b) leave the position vacant until the next SU election.
- (9) The procedure outlined above does not apply to the office of the **Executives**.

5 Duration for the Elected Official Appointment Processes

- (1) All appointment processes shall be concluded within 20 business days from the date which the General Manager or designate publishes the application form to solicit applications to the applicable **Elected Official** position.
- (2) This timeline may be extended as necessary where there is low interest in the vacant position(s).
- (3) The appointment process will only begin if the vacancy occurred more than 45 days prior to the Notice of Nomination for the next **SU** election.

6 Personal Information Protection

- (1) Any personal information collected in accordance with this procedure, including personally identifying content from application forms, will only be used by the special committee for the purposes of this procedure, and such information will not be otherwise used or disclosed for any reason.
- (2) Any personal information collected in accordance with this procedure must be properly disposed of:
 - (a) for **Active Members** appointed to a position, after their appointment to the position ends; or
 - (b) for **Active Members** who are not appointed to a position, after the appointment process concludes.

7 Diversity, Equity and Inclusion

- (1) In complying with this procedure, the special committee will strive to reflect active consideration of diversity, equity and inclusion in their decision(s) on appointing **Active Members** into vacant **Elected Official** positions.

8 Review

- (1) The Governance and Oversight Committee is responsible for reviewing this procedure at least once every three years.

History:

- April 02, 2024 (Students' Legislative Council): Approved and enacted.