

Nominations Committee Terms of Reference
Students' Legislative Council

Created: N/A

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July 23, 2013 (71.14); March 18, 2014 (71.68);
February 24, 2015 (72.60)



Authority & Mandate

- 1 (1) The Nomination Committee is responsible for appointing Students' Legislative Council (SLC) and student-at-large members to SU Committees at the request of the SLC.
- (2) The Nominations Committee is responsible for making recommendations regarding appointments regarding any vacancies that may arise on SLC as per Union Bylaw sections 46-47.
- 2 (1) The Nomination Committee is established as per Union Bylaw section 134.
- (2) The Nomination Committee shall follow the Union Bylaw sections 135 to 148.

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 the Nomination Committee by the first SLC meeting in June each year.

Quorum

- 4 In order 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) The Nomination 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.
- 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.
- (7) Copies of minutes shall be made available to the public with the exception of In-Camera discussions.
 - (8) The Chair shall provide SLC with a report on all appointments.
 - (9) In making appointments, the committee shall strive to ensure all interested members are given the opportunity to participate on SU committees.
 - (10) Committee meetings are not open to the public.

SLC Vacancies

- 6 (1) In the event that a vacancy occurs on SLC as outlined in Union Bylaw sections 46-47, Nominations Committee shall appoint an ad-hoc sub-committee 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
- 7 (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.
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- (1) Following the conclusion of interviews, Nominations Committee shall receive the resumes, cover letters, and sub-committee member interview notes for each shortlisted candidate for the purpose of discussion and in the interests of making an informed recommendation to SLC.
 - (2) Nominations Committee shall recommend one applicant to SLC by a Simple Majority Vote.