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 for 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 109.

(2) The Nomination Committee shall follow the Union Bylaw sections 113 to 121.

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.

(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.

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.

8 (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.