


Appointment Procedure for Committees of the SLC		
Parent Policy:	Union Bylaw	
Related Documents:	--	
Approval Authority:	Students' Legislative Council	
Passed:	August 8, 2023	
Amended:	--	

1 Purpose

- (1) The purpose of this procedure is to provide a consistent and transparent process for the appointment of members to committees of the Students' Legislative Council.

2 Scope

- (1) This procedure applies to the appointment of members to committees of the Students' Legislative Council other than ex-officio members, unless otherwise specified.

3 Definitions

- (1) In this procedure:
 - (a) "**Active Member**" is defined by the Union Bylaw as "an undergraduate student enrolled at the University of Calgary who meets the qualifications for membership as provided by the Union Bylaw."
 - (b) "**Elected Official**" is defined by the Union Bylaw as "anyone who currently holds an elected position within the Students' Union, or anyone duly appointed to such a position, including the Executives, Faculty Representatives, Board of Governors Student-at-Large Representative, and Senate Student-at-Large Representatives."
 - (c) "**Committee**" includes any Students' Legislative Council standing or special committee, subcommittee, working group, taskforce, or advisory board within the scope of this procedure.
 - (d) "**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.

4 Procedure for the Appointments to the Operations and Finance Committee

- (1) The following procedure will be used to appoint members to the Operations and Finance Committee:
 - (a) at the beginning of an SLC year;

- (b) when a committee membership position is or becomes vacant.
- (2) the General Manager or designate will make an application form available, which must include:
 - (i) any applicable eligibility criteria or other requirements;
 - (ii) information about the committee's role and responsibilities;
 - (iii) information about the responsibilities of members of the committee;
 - (iv) a meeting schedule for the committee for the applicable term of appointment, where one is available;
 - (v) a duration for the term of appointment; and
 - (vi) questions about the applicant's interest in the committee, qualifications or applicable prior experience, or other questions that are relevant to the roles and responsibilities of the committee for the applicant to complete, to inform the selection process;
- (3) 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;
- (4) Following a review of all applications received, the General Manager or designate will provide a shortlist of qualified candidates to the SLC based on consideration of the eligibility criteria or requirements specified in the application form.
- (5) The SLC shall vote on its preferred candidate(s) to be appointed as member(s) of the committee.

5 Procedure for Appointments to other committees of the Students' Legislative Council

- (1) The following procedure will be used to appoint members to other committees of the Students' Legislative Council during an SLC year.
- (2) the General Manager or designate will make an application form available, which must include:
 - (a) any applicable eligibility criteria or other requirements;
 - (b) information about the committee's role and responsibilities;
 - (c) information about the responsibilities of members of that committee;
 - (d) a meeting schedule for the committee for the applicable term of appointment, where one is available;
 - (e) a duration for the term of appointment; and
 - (f) questions about the applicant's interest in the committee, qualifications or applicable prior experience, or other questions that are relevant to the roles and responsibilities of the committee for the applicant to complete, to inform the selection process;

- (3) the General Manager or designate will consult the chair and staff lead of all other committees of the Students Legislative Council, if needed, to review applications received and filter out any applications that are ineligible based on established requirements for each committee of the Students' Legislative Council;
- (4) the General Manager or designate will present a shortlist of recommended candidates to the Operations and Finance Committee to select a candidate or list of candidates (if there are multiple positions to be filled at one time).
- (5) The Operations and Finance Committee shall vote on its preferred candidate(s) to be appointed as members of the relevant committee.
- (6) If a position is open to any **Active Member** without further specification, preference for appointment will first be given to Faculty Representative applicants as part of their core duties as Students' Legislative Council members, except where doing so would result in the appointment of multiple Faculty Representatives and no students-at-large.

6 Procedure for Filling Vacancies on other committees of the Students' Legislative Council

- (1) If a committee membership position is or becomes vacant, the following procedure will be used to appoint a new member, in accordance with the applicable committee terms of reference:
 - (a) the General Manager or designate will make an application form available, which must include:
 - (i) any applicable eligibility criteria or other requirements;
 - (ii) information about the committee's role and responsibilities;
 - (iii) information about the responsibilities of members of that committee;
 - (iv) a meeting schedule for the committee for the applicable term of appointment, where one is available;
 - (v) a duration for the term of appointment; and
 - (vi) questions about the applicant's interest in the committee, qualifications or applicable prior experience, or other questions that are relevant to the roles and responsibilities of the committee for the applicant to complete, to inform the selection process;
 - (b) 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;
 - (c) the General Manager or designate will present a shortlist of recommended candidate(s) to the relevant committee to select a candidate or list of candidates (if there are multiple positions to be filled at one time);

- (d) the relevant committee members shall vote on its preferred candidate(s) to be appointed as members of its committee.
- (2) If a position is open to any **Active Member** without further specification, preference for appointment will first be given to Faculty Representative applicants as part of their core duties as Students' Legislative Council members, except where doing so would result in the appointment of multiple Faculty Representatives and no students-at-large.

7 Duration for Committee Appointment Processes

- (1) All appointment processes shall be concluded within fifteen (15) business days from the date which the General Manager or designate publishes the application form to solicit membership applications to the applicable committee of the Students' Legislative Council.
- (2) This timeline may be extended as necessary where there is low interest in the vacant membership position(s) on the relevant committee.

8 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 General Manager or designate 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 applicants appointed to a committee, after their appointment to the committee ends; or
 - (b) for applicants who are not appointed to a committee, after the appointment process concludes.

9 Diversity, Equity and Inclusion

- (1) In complying with this procedure, the General Manager or designate will strive to reflect active consideration of diversity, equity and inclusion in their decision(s) on appointing a new member or list of members (if there are multiple positions to be filled at one time).

10 Review

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

History:

- August 8, 2023 (Students' Legislative Council): Approved and enacted.