

Nominating Committee **Handbook**

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Where this transition manual deviates from Standing Orders or Bylaw, the Standing Orders or Bylaw will be taken as correct. You should always read them in addition to this manual in case information in the manual has become out-of-date.

What is Nominating Committee?

The Nominating Committee is responsible for organizing recruitment efforts and screening candidates for various governance positions that come up throughout the year, which the SU is mandated to provide candidates for. This can include filling vacant seats on GFC and the Senate, recruiting volunteers for selection committees or focus groups, filling SU committees and working groups, or handling other recruitment-related tasks as necessary.

Typically, requests for recruitment help will come to the Nominating Committee from the University through the SU Executive Committee. Nominating Committee then works with Discover Governance to advertise the position, and the Chair collects applications and brings them to the other committee members for consideration and contacts successful candidates.

Receive requests for filling empty student-at-large positions.

These requests will typically be sent to the Chair, who will then work with Discover Governance to advertise the positions. Advertisements may be brought to the committee for approval at the Chair's discretion.

Review applications for student-at-large positions.

Once applications have been received from the Chair, they will be considered by all members of the Nominating Committee, in a manner agreed upon by the Committee.

Recommend candidates for student-at-large positions.

Once Nominating Committee has decided on candidates, they will recommend those candidates to the appropriate body. Usually, that just involves sending the recommendations back to whichever person (typically SU executive) made the request in the first place.

Nominating Committee Annual Timeline

Fall

October	
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- Fill vacant GFC seats.

Winter

March	
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- Choose Senate students representatives for next year.

Selection Process

The selection process is roughly the same for each position, and usually requires candidates fill out a form or submit a resume for the committee to review. The actual application requirements can be changed by Nominating Committee at any time, but they usually follow what was done the year before. Once the committee has reviewed the applicants, they vote on who will fill the position.

Advertising Positions

Advertising for vacant positions usually happens over the SU's job directory, Jobkin. Discover Governance has ads ready from previous years and can make changes to the ad as requested by the committee before posting them to the directory. Discover Governance and the Chair of Nominating Committee then collect the applications and provide them to committee members at the next meeting.

Selection Process

Nominating Committee can use whatever process of selecting candidates for positions that they choose. It's important to agree on the process before going over applications so that everyone is on the same page and knows what criteria they're looking for in the applications. Once the candidates have been selected, the Chair will provide the list to the relevant body requesting the students, or, if they may request that Discover Governance do this.

Some positions need to be forwarded to Students' Council for ratification, so be sure to double-check the correct process for any position you are asked to fill.

Tips For The Chair

Duties of the Chair

Generally, your duties as the Chair involve making sure that the duties of Nominating Committee are fulfilled. This can mean handling them yourself, delegating them to other Councillors or SU staff, or facilitating the entire committee in carrying them out, depending on the situation. However you get things done, everything should be discussed and approved at Nominating Committee first.

In addition to making sure Nominating Committee fulfills its mandate, the Chair also has some more specific duties outlined under the Standing Orders:

1. Preside over debate at meetings of the Nominating Committee.
2. Submit report to Students' Council.
3. Work with Speaker and SU staff to ensure the logistical needs of Nominating Committee are met.
4. Relay all requests and applications to the Nominating Committee.
5. Forward information of successful candidates to the body requesting them.

Being a Chair can be stressful and time-consuming, so don't be afraid to ask for support from SU administrative staff, Discover Governance, fellow Councillors, or SU Executives.

So, you've just become Nominating Committee Chair...

If you're starting at the beginning of the year, SU staff should have coordinated the first meeting of Nominating Committee at which you were elected Chair. Now you have a set Standing Orders for the year and a meeting schedule, so it's time to get to work on Nominating Committee stuff.

If you've taken this position in the middle of the year, you should read the Standing Orders to better understand the committee and check up on the following:

1. Who is your recording secretary, and have all minutes been received, approved, and updated on the committee page of the SU website? Discover Governance should be able to help you with this.
2. Has Nominating Committee missed any important deadlines, and have all time-sensitive duties of Nominating Committee been fulfilled up to the current date? Check the timeline for important dates and deadlines.
3. What projects has Nominating Committee been working on, and what's the progress so far? Ask other committee members, or check past meeting minutes.

Other Tips

Ensure your agenda is strategic.

Know areas that need to have more discussion, and which are contentious. Usually you want to deal with the less important items first.

Put tentative times by each item.

That way every one knows how much time they have to formulate their ideas.

Always go into the meeting with an outcome or goal in mind.

Have a plan to ensure that the committee will have resolved X, formed a group to discuss Y, etc. Having a focused approach keeps every one working. You do not need to share this with the group.

After each agenda item, summarize what was said.

It keeps members involved. It also helps keep people organized and following along with the agenda.

At the end of the meeting, summarize the key points.

This means you need to jot down notes so you can do the high level summary at the end.

Try to have action items and delegate work.

People like ownership of items and having a tangible way to contribute to the committee. Ensure they can report back their accomplishments and that the group will respect their contributions.

If there is conflict, welcome it.

This means you will get better discussion, ideas, and energy. The Chair's job is to get the best thinking out of the group.

Some members like to dominate. You have to let them have the floor, but then you have to move them off their soapbox.

You may have to interrupt or they will take over the meeting. It's okay if you're doing it with a view to moving the committee in a positive direction. Thank them, then ask if others have an opinion.

As Chair, do not take sides. Your job is to facilitate.

Make sure all sides of an issue have equal speaking time at the meeting, and do your best to keep your role as the chair and your role as a voting committee member separate.

If there is a hot issue, have a pre-meeting or post-meeting.

Your goal is to try to get more information. It's important for you to get clarity on why something is contentious and also to support members.

Roberts' Rules Of Order

Simplified Glossary

MOTION: the 'unit of business' debated by an assembly

Main Motions: must be seconded and are debatable, amendable, and reconsiderable. They are the motions to which all other motions react.

All Other Motions: There are 86 kinds of motion that can be made under Roberts' Rules of Order. They act on the business of the assembly in different ways. See the summary chart examples.

DEBATE: a structured discussion about a motion

A member must be recognized by the chair as "having the floor". They have a limited time to speak, and must stay on topic and respect decorum. Debate proceeds until the motion is put to a vote.

AMENDMENT: a formal process used to propose changes to motions

Only certain types of motions can be amended. See the summary chart for more information.

VOTE: how an assembly decides whether to support a proposed motion

When put to a vote, motions pass or fail. A motion that passes has a majority (as defined in the organization's bylaws) in favour, and is carried or adopted. A motion that fails does not have a majority in favour, and is not acted upon.

CHAIR: the person responsible for ensuring that the rules are observed

A chair may be voting or nonvoting. It is their primary responsibility to facilitate the meeting by enforcing the rules, so they must be impartial.

DECORUM: debating in a respectable and orderly manner

Debate is confined to the merits of the motion before the assembly. Members refer to one another respectfully, do not attack motives, do not interrupt, and do not speak against their own motions.

POINTS: allows a member to ask a question or interrupt debate

Point of information: a member asks a question of another member. Cannot interrupt a speaker.

Point of order: a member believes procedure is not being followed and brings it to the chair's attention. Cannot interrupt a speaker, but must be raised as soon as possible.

Point of parliamentary inquiry: a member asks a question related to procedure. Cannot interrupt a speaker.

Point of privilege: something is preventing a member from participating. Can interrupt a speaker.

Summary Chart of Important Terms

	Undebatable	Opens main question to debate	Cannot be amended	Cannot be reconsidered	Requires a 2/3 majority vote	Must be Seconded	Can interrupt a speaker
Adjourn	✓	-	✓	✓	-	✓	-
Adjourn, Fix the Time to which to	✓	-	-	-	-	✓	-
Amend	-	-	-	-	-	✓	-
Amend an Amendment	-	-	✓	-	-	✓	-
Amend the Rules	-	-	-	-	✓	✓	-
Appeal, relating to indecorum	✓	-	✓	-	-	✓	✓
Appeal, in all other areas		-	✓	-	-	✓	✓
Call to Order	✓	-	✓	-	-	-	✓
Close Debate, motion to	✓	-	-	-	✓	✓	
Commit to Refer	-	✓	-	-	-	✓	-
Extend the Limits of Debate, motion to	✓	-	-	-	✓	✓	-
Fix the Time of which to Adjourn	✓	-	-	-	-	✓	-
Continue Speaking after indecorum	✓	-	✓	-	-	✓	-
Lay on the Table	✓	-	✓	✓	-	✓	-
Limit Debate, motion to	✓	-	-	-	✓	✓	-
Objection to Consideration of a Question	✓	-	✓	-	✓	-	✓
Orders of the Day, motion for the	✓	-	✓	-	-	-	✓
Postpone to a Certain Time	✓	-	-	-	-	✓	-
Postpone Indefinitely	-	✓	✓	-	-	✓	-
Previous Question	✓	-	✓	-	✓	✓	-
Priority of Business, questions relating to	✓	-	-	-	-	✓	-
Privilege, Question of	-	-	-	-	-	✓	-
Reading Papers	✓	-	✓	-	-	✓	-
Reconsider a Debatable Questions	-	✓	✓	✓	-	✓	✓
Reconsider an Undebatable Question	✓	-	✓	✓	-	✓	-
Refer (same as commit)	-	✓	-	-	-	✓	-
Rescind	-	✓	-	-	-	✓	-
Rise (in Committee equals Adjourn)	✓	-	✓	✓	-	✓	-
Special Order, to make a	-	-	-	-	✓	✓	-
Substitute (same as Amend)	-	-	-	-	-	✓	-
Suspend the Rules	✓	-	✓	✓	✓	-	-
Take from the Table	✓	-	✓	-	✓	✓	-
Take up a Question out of its Proper Order	✓	-	✓	-	✓	-	-
Withdrawal of a Motion	✓	-	✓	-	-	✓	-

In Camera FAQ

This FAQ is meant to help student representatives get a sense of the basics of navigating in-camera proceedings on elected bodies that use Roberts' Rules of Order.

What does it mean to 'go in camera?'

'In camera' is Latin for "in chambers," and it means to go into a confidential or secret session. Whatever is discussed cannot leave the room.

How do you make a meeting go in camera?

A motion to go in camera is undebatable, is in order as long as you don't interrupt someone who already has the floor, and requires a simple majority to pass. To go out of camera is the same motion except that you move out of camera instead of into it.

What, exactly, is covered by the confidentiality of in camera proceedings?

Every single thing that happened in the meeting after you moved in camera is confidential. This often includes the topic of the discussion itself, and always includes every thing that every person in the room said. For groups that don't automatically make motions public, it also includes the text of motions and the results of votes.

What in camera doesn't cover:

- Things that were already public.
For example, if you discussed the results of the 1967 World Series while in camera, the fact that the Red Sox lost doesn't suddenly become confidential. What you can't discuss outside the room is the fact that you talked about the 1967 World Series while in camera, or what anyone in the room said about it.
- Your opinion.
If you think that The Empire Strikes Back is the best of the Star Wars films and say so in camera, the fact that you believe that doesn't become a secret. However, you can't disclose that you shared this opinion while in camera. Opinions that you hold that are directly and obviously related to, or informed by, the business of your group should be kept to yourself.
- The behavior of people who aren't in the room.
- If your group is in camera discussing negotiations with a third party organization and that organization discloses things about your in camera proceedings, that doesn't automatically mean they did anything wrong. Most importantly with this point, if someone else spills your group's secrets, that does not necessarily mean that you are now free to discuss in camera proceedings publicly as well. You will need to consult your organization's rules.

Should we take minutes when we're in camera?

Yes. In camera minutes should be stored separately from your public minutes and should only be accessible to members who were privy to the in camera session.

Can a body move motions in camera?

Only if the motion will only affect people who are privy to the secret proceedings.

Exception: all motions made by the Students' Council of the University of Alberta Students' Union are public. Although a motion may be made in camera at one of these meetings, the motion itself will be published with the minutes. This is due to the fact that the organization's rules stipulate that all motions are automatically public.

Can I discuss in camera proceedings with people outside of the meeting?

Only if they're a member or they were specifically authorized to hear about the in camera proceedings. In other words, you can talk to people who were present during the in camera discussion or had the right to be present either because they're a member of the group or because the group explicitly authorized them to be there. You cannot talk to anyone else about what was discussed.

Is it bad for a democratic body to do things in secret?

No. All organizations will occasionally need to have private discussions. Certain issues, such as intra-group conflicts, member discipline, private personal information related to group business (e.g. executive health, academic, or family issues), discussions about ongoing legal proceedings, or other kinds of sensitive negotiations require more candid, confidential conversations. Robert's Rules places no limits on the content of in camera discussion except suggesting that some things must always be handled in executive session (e.g. member discipline).

However, in camera session, like any tool, is open to abuse. The decision to move your group in camera should always be made carefully. In camera should not be the default setting for your group's discussions.

Can in camera proceedings be retroactively made public?

Yes. For either minutes or motions, the easiest way to make things retroactively public is to move a new motion specifying which motion or which part of the in-camera proceedings you would like to see made public. That motion is handled the same as any other main motion. However, making proceedings that are not recorded in the minutes public may not be possible. You should consult with your own organizational rules before trying to retroactively publicize proceedings.

What happens if I disclose in camera proceedings?

You can face disciplinary action. Depending on the severity of the breach that could include anything from censure to fines to expulsion. You may even be sued or charged with a criminal offence. You also breach the trust of your organization and the other members of your group, which almost always severely damages its ability to operate effectively. You may also cause other kinds of damage, such as opening your organization to being sued or causing resignations of other members who feel like they've been professionally compromised by your actions.

Don't breach confidentiality. It's a bad idea.

APPENDICES

APPENDIX A

Nominating Committee Standing Orders

https://www.su.ualberta.ca/legislation/wiki/Nominating_Committee:Standing_Orders

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APPENDIX B

2018/19 Transition Report

Nominating Committee Standing Orders

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1 Mandate

1. The Nominating Committee shall act as a standing committee of Students' Council. The Committee:
 - a. Shall solicit and review applications from Students' Union members for student-at-large representative positions on General Faculties Council and its subcommittees, University advisory committees, University executive hiring committees, and the Senate;
 - b. Shall recommend to Council the appointment of undergraduate student-at-large positions to serve on General Faculties Council subcommittees, University advisory committees, University executive hiring committee, and the Senate;
 - c. Shall recommend to Council the appointment of undergraduate students to serve on General Faculties Council when seats remain vacant after a by-election;
 - d. Holds the authority to determine the criteria and application process for student-at-large representative positions appointed by Students' Council.

2 Meetings

1. Quorum of the Nominating Committee shall be four (4) voting members.
2. The Nominating Committee shall meet once at the beginning of the year to
 - a. Elect a Chair;
 - b. Approve Standing Orders
3. The Nominating Committee shall meet to make decisions regarding:
 - a. The removal and/or replacement of a Chair;
 - b. Changes to Standing Orders
4. Whenever called for by any member the Nominating Committee shall meet within seventy-two hours notice or agreement by all members of the committee as a whole.
5. For the first meeting of the Committee in May, September and January, set out a meeting schedule for the following months.

3 Membership

1. Membership shall consist of the following:
 - a. Five (5) members of Students' Council;
 - b. The Vice-President (Academic);
 - c. The Vice-President (External);
2. Should a vacancy on the Nominating Committee occur, then the Committee shall recommend the nomination of additional member(s) to Students' Council at its next meeting.
3. Should the Chair of the Nominating Committee leave the voting membership of the Committee, the position of Chair shall be considered vacant and a new chair shall be elected at the next meeting.

4 Chair's Responsibilities and Duties

1. The Chair:
 - a. Shall ensure that there is an agenda for each meeting;
 - b. Shall report any motions made at the Nominating Committee to Students' Council;
 - c. Shall relay all requests and applications to the Nominating Committee;

- d. Should the Chair be absent from a meeting of the Committee, the Committee shall elect an interim Chair from within its permanent voting membership for the duration of the meeting.
- e. Shall work with the Speaker and Administrative Assistant to ensure the logistical needs of Nominating Committee are met.
- f. The chair will take attendance orally twice each meeting, once during chairs business and once immediately prior to adjournment.

5 Member Responsibilities and Duties

- 1. The Nominating Committee shall:
 - a. Receive requests for the filling of empty student-at-large representative positions in the University and Students' Union Committees;
 - i. All requests must be sent to the chair of the Nominating Committee;
 - ii. The first order of business upon receiving a new request is deciding the application process and timeline;
 - b. Ensure all General Faculties Council and General Faculties Council Standing Committee student-at-large representative positions are filled;
 - c. The student body and staff at the University of Alberta can give recommendations for student-at-large positions in committees;
 - d. Review applications to the Nominating Committee based on the immediacy of their meeting schedules.
- 2. Members are required to attend all meetings of the Nominating Committee.

6 Proxies and Guests

- 1. Members shall be considered present should a proxy be appointed and attends as per Bylaw 100, Section 15-5.
- 2. To appoint a proxy to the Nominating Committee, the member thereof must provide a notice to that effect to the Chair of the Committee:
 - a. Stating the name and e-mail address of the eligible member of Students' Council who will serve as proxy,
 - b. Indicating the duration of the appointment, and
 - c. That is signed by the appointing member of the Committee or e-mailed to the Chair of the Committee no later than two hours prior to the Committee meeting.

7 Administration

1. The Administrative Assistant of the Students' Council will:
 - a. Arrange a start-up meeting of Nominating Committee after the start-up meeting of Students' Council and prior to the installation ceremony at the first meeting of Students' Council.
 - b. Book meeting rooms for meetings of the Committee.
 - c. Book Minute Takers for each meeting of the Committee.
 - d. Structure Agenda's for each meeting based on the Orders of the Day submitted by members of the Committee and any referrals from Students' Council.
 - e. Notify the Committee of Meetings through the Agenda.
 - f. Distribute the Agenda and Minutes to members of the Committee.
 - g. Ensure paper copies of the Agenda are printed for the Chair to bring to each meeting as needed.

8 Records

1. If a Recording Secretary is not present at the meeting, the Chair will assign the task of recording minutes to a member of the Committee.
2. Members of the Committee may amend their comments in the minutes when the minutes are being approved by the Committee.

9 Rules of Order

1. The Chair of the Nominating Committee will use their discretion in administering an informal style of Robert's Rules of Order to conduct the business of the meeting.

10 Orders of the Day

1. Right of Submission by Committee Members
 - a. Any voting member of the Nominating Committee may submit Orders of the Day to be considered by Nominating Committee.
2. Order of Business
 - a. Introduction

- i. Call to Order
 - ii. Approval of Agenda
 - iii. Approval of Minutes
 - iv. Chair's Business
 - b. Question/Discussion Period
 - c. Committee Business
 - d. Information Items
 - e. Adjournment
3. Order of Orders of the Day
- a. Orders of the Day shall appear on the Order Paper in the order submitted or as otherwise designated by the Chair.
4. Deadline for Submission
- a. Members shall send all items for each meeting Agenda to the Chair of the Nominating Committee at a designated time prior to the meeting agreed upon at the first meeting of the committee.
5. Late Additions
- a. Late Additions may be added to the Order Paper, at the discretion of the Nominating Committee at the meeting, if the items of business cannot be postponed to a future meeting of the Committee.
6. Deadline for Publishing
- a. The agenda package will be published in the following manner:
 - i. An electronic version will be placed on the Students' Union web page.
 - ii. Paper copies will be created and made available in the Students' Union Executive/Administrative Offices upon request, and
 - iii. The Agenda package will be published no later than 4.30p.m. on the business day prior to the Committee meeting.

11 Standing Orders

1. The Standing Orders of the Nominating Committee may be amended by a simple majority vote of the Committee, with such changes being reported to Students' Council.
2. The Standing Orders of the Nominating Committee do not expire, but shall be reintroduced at the Committee's first meeting.

12 Confidentiality

1. All members shall ensure the security and confidentiality of sensitive information that comes into their possession by virtue of their membership on the Nominating Committee.

Nominating Committee Transition Report

There is no transition report for the 2018/19 year of Nominating Committee.