



University of Alberta Students' Union

NOMINATING COMMITTEE

Monday September 28, 2015

4.00pm

SUB 6-06

AGENDA (NC 2015-06)

- | | |
|-------------------|---|
| 2015-06/1 | <u>INTRODUCTION</u> |
| 2015-06/1a | Call to Order |
| 2015-06/1b | Approval of Agenda |
| 2015-06/1c | Approval of Minutes |
| 2015-06/1d | Chair's Business |
| 2015-06/2 | <u>QUESTION/DISCUSSION PERIOD</u> |
| 2015-06/2a | Standing Orders Template & Working Copy

Please see NC 15-06.01
Please see NC 15-06.02 |
| 2015-06/3 | <u>COMMITTEE BUSINESS</u> |
| 2015-06/3a | Dean of Students Selection Committee |
| 2015-06/4 | <u>INFORMATION ITEMS</u> |
| 2015-06/5 | <u>ADJOURNMENT</u> |
| 2015-06/5a | Next Meeting: To be decided. |

COMMITTEE

(Last Approved - DATE)

- 1) MANDATE
- 2) MEETINGS
- 3) MEMBERSHIP
- 4) PROCEDURE FOR ELECTING A CHAIR
- 5) CHAIR'S RESPONSIBILITIES & DUTIES
- 6) MEMBER RESPONSIBILITIES & DUTIES
- 7) PROXIES / GEUSTS
- 8) NON-MEMBERS
- 9) ADMINISTRATION
- 10) RECORDS
- 11) RULES OF ORDER
- 12) STRUCTURE OF SESSIONS
 - a. START-UP MEETING LOGISTICS
 - b. START-UP MEETING ORDER OF BUSINESS
 - c. LAST MEETING ADDITIONAL ORDERS OF BUSINESS
 - d. ADDITIONAL MEETINGS
- 13) ORDERS OF THE DAY
 - a. RIGHT OF SUBMISSION BY COMMITTEE MEMBERS
 - b. ORDER OF ORDERS OF THE DAY
 - c. DEADLINE FOR SUBMISSION
 - d. LATE ADDITIONS
 - e. DEADLINE FOR PUBLISHING
 - f. DEALINE EXEMPTION
 - g. SPECIAL ORDERS
 - h. CHAIR MADE SPECIAL ORDERS
 - i. COUNCIL MADE SPECIAL ORDERS
- 14) STANDING ORDERS
- 15) COMMITTEE RECORDS
 - a. "REPORT TO STUDENTS' COUNCIL"
 - b. REPORT TO BE CIRCULATED PRIOR TO SUBMISSION
 - c. APPROVAL OF "REPORT TO STUDENTS' COUNCIL"
 - d. MEMBERS MAY IDENTIFY ERRORS
 - e. CONTENT OF REPORT TO STUDENTS' COUNCIL
 - f. PUBLICATION
- 16) CONFIDENTIALITY
- 17) MISCELLANEOUS

NOMINATING COMMITTEE

(Last Approved - DATE)

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 representative 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) Once at the beginning of the year to
 - a. Elect a Chair;
 - b. Approve Standing Orders
- 3) 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 with 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) Five (5) members of Students' Council;
- 2) The Vice-President (Academic);
- 3) The Vice-President (External);
- 4) 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.
- 5) 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 & 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 Bylaw Committee are met.

5) MEMBER RESPONSIBILITIES & 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.
- 3) Shall be considered present should a proxy be appointed and attends as per Bylaw 100, Section 15-5.

6) PROXIES / GEUSTS

- 1) 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. For the first meeting of the Committee in May, September, and January, the Committee shall set out a meeting schedule for the following four months;
 - c. Book meeting rooms for meetings of the Committee.
 - d. Book Minute Takers for each meeting of the Committee.

- e. 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.
- f. Notify the Committee of Meetings through the Agenda.
- g. Distribute the Agenda and Minutes to members of the Committee.
- h. Ensure paper copies of the Agenda are printed for the Chair to bring to each meeting.

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 his/her 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 Students' Council Administrative Assistant 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 Audit 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. Paper copies will be created and made available in the Students' Union Executive/Administrative Offices, and
 - ii. An electronic version will be placed on the Students' Union web page.

- 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**

Monday July 27, 2015

6.00 pm

SUB 0-48

ATTENDANCE

NAME	PROXY	PRESENT
Kevin Wang (Chair)		N
Annie Duan		Y
Param Singh		N
Sandy Xu		N
Jason Wang		Y
Dylan Hanwell		Y
Fahim Rahman		Y

MINUTES (NC 2015-05)

2015-05/1 INTRODUCTION

2015-05/1a Call to Order

Meeting called to order at 6:05 pm.

2015-05/1b Approval of Agenda

RAHMAN/HANWELL moved to approve the agenda for July 27, 2015 as tabled.

Vote 4/0/0

CARRIED

2015-05/1c Approval of Minutes

JASON WANG/HANWELL moved to approve the minutes for July 13, 2015 as tabled.

Vote 4/0/0

CARRIED

- 2015-05/1d **Chair's Business**
- 2015-05/2 **QUESTION/DISCUSSION PERIOD**
- 2015-05/3 **COMMITTEE BUSINESS**
- 2015-05/3a *JASON WANG/RAHMAN moved to go in-camera.*
Vote 4/0/0
CARRIED
- 2015-05/3b *HANWELL/JASON WANG moved to go ex-camera.*
Vote 4/0/0
CARRIED
- 2015-05/3a **Student at Large position for the Gateway Board of Directors**

HANWELL/RAHMAN moved to appoint Navneet Gidda to the Student at Large position for the Gateway Board of Directors.
Vote 4/0/0
CARRIED
- 2015-05/4 **INFORMATION ITEMS**
- 2015-05/5 **ADJOURNMENT**
- 2015-05/5a **Next Meeting:** August 10, 2015 at 6.00 pm in SUB 0-48.
- 2015-05/5b *JASON WANG/DUAN moved to adjourn the meeting.*
Vote 4/0/0
CARRIED
- Meeting adjourned at 6.15 pm.

SUMMARY OF MOTIONS

MOTION	VOTES
<i>RAHMAN/HANWELL moved to approve the agenda for July 27, 2015 as tabled.</i>	4/0/0 - CARRIED
<i>JASON WANG/HANWELL moved to approve the minutes for July 13, 2015 as tabled.</i>	4/0/0 - CARRIED
<i>JASON WANG/RAHMAN moved to go in-camera.</i>	4/0/0 - CARRIED
<i>HANWELL/JASON WANG moved to go ex-camera.</i>	4/0/0 - CARRIED
<i>HANWELL/RAHMAN moved to appoint Navneet Gidda to the Student at Large position for the Gateway Board of Directors.</i>	4/0/0 - CARRIED
<i>JASON WANG/DUAN moved to adjourn the meeting.</i>	4/0/0 - CARRIED