



University of Alberta Students' Union

NOMINATING COMMITTEE

Tuesday, October 13, 2015

5.00pm

SUB 6-06

AGENDA (NC 2015-07)

- | | |
|-------------------|---|
| 2015-07/1 | <u>INTRODUCTION</u> |
| 2015-07/1a | Call to Order |
| 2015-07/1b | Approval of Agenda |
| 2015-07/1c | Approval of Minutes |
| 2015-07/1d | Chair's Business |
| 2015-07/2 | <u>QUESTION/DISCUSSION PERIOD</u> |
| 2015-07/3 | <u>COMMITTEE BUSINESS</u> |
| 2015-07/3a | Student Healthcare and Dental Plan - Student-At-Large. |
| 2015-07/3b | Standing Orders Final Copy.

Please see NC 15-07.01 |
| 2015-07/4 | <u>INFORMATION ITEMS</u> |
| 2015-07/5 | <u>ADJOURNMENT</u> |
| 2015-07/5a | Next Meeting: To be decided. |

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 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 / GUESTS

- 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 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. 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 September 28, 2015

4.10 pm

SUB 6-06

ATTENDANCE

NAME	PROXY	PRESENT
Kevin Wang (Chair)		Y
Annie Duan	Sam Cheng	Y
Param Singh		N
Sandy Xu	Levi Flaman	Y
Jason Wang		Y
Dylan Hanwell	Vivian Kwan	Y
Fahim Rahman		Y

MINUTES (NC 2015-06)

2015-06/1 INTRODUCTION

2015-06/1a Call to Order

Meeting called to order at 4:10 pm.

2015-06/1b Approval of Agenda

The agenda for September 28, 2015 was approved as friendly.

Vote 5/0/0

CARRIED

2015-06/1c

Approval of Minutes

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

Vote 3/0/2

CARRIED

2015-06/1d

Chair's Business

None.

2015-06/2

QUESTION/DISCUSSION PERIOD

JASON WANG: Do we have to pick a new meeting date every semester?

KEVIN WANG: Some committees like Finance Committee and Council Administration Committee like to set regular meeting dates depending on availability. However, our meetings will be on assignment basis. If we need to nominate somebody, we will fix a meeting depending on your availability. Otherwise, there'll be no schedule.

JASON WANG: Will you send out a doodle poll?

KEVIN WANG: I can do that too, or I can send Google docs. It's better to have a document where you can write more freely.

2015-06/2a

Standing Orders Template and Working Copy

KEVIN WANG: I read through these and had questions. Vice president Rahman brought up one as well. They wanted the Nominating Committee to be able to appoint General Faculties Council (GFC) members if there are vacant positions after the by-elections. Apparently they had done this before, but was never in the Standing Orders or bylaw. Is this democratic? I'm a bit hesitant on this.

JASON WANG: If there are positions empty, it's better to have the role filled and the student voice heard. This would not apply if the students had voted none-of-the-above.

FLAMAN: If students did vote to leave the seat empty, it'll be undemocratic to appoint someone to that seat. But, if not enough applicants ran, you're not subverting the democratic process by filling that seat.

RAHMAN: It's better to have that voice representing students be heard.

KEVIN WANG: There is a bylaw saying that you will have to be elected for

Students' Union Council, but there is no such bylaw for GFC. This proposal is just for GFC.

FLAMAN: Will the positions be filled from the same faculty?

KEVIN WANG: It will follow the same process that the Nominating Committee uses to fill other positions. You do have to be in the particular faculty for which the seat is being filled.

Would anyone object me bringing this to Council tomorrow?

There are some other minor issues regarding the Standing Orders as well:

Item 6) should be "PROXIES/*GUESTS*".

Item 10) subsection 5)a should read "... at the discretion of the *Nominating Committee*...".

Item 1) subsection 1)b should say "... undergraduate *student-at-large* positions ...".

Item 12) should be "*CONFIDENTIALITY*".

I'll send an email to Deborah asking her to correct these.

2015-06/3

COMMITTEE BUSINESS

2015-06/3a

Dean of Students Selection Committee

KEVIN WANG/JASON WANG moved to go in-camera.

Vote 6/0/0

CARRIED

KEVIN WANG/FLAMAN moved to go ex-camera.

Vote 6/0/0

CARRIED

WANG moved on the recommendation of the Nominating Committee to appoint Sarah Elder and Mitch Bartrem as students-at-large to the Dean of Students Selection Committee.

Vote 6/0/0

CARRIED

2015-06/4

INFORMATION ITEMS

None.

2015-06/5

ADJOURNMENT

2015-06/5a

Next Meeting: Not decided

2015-06/5b

***KEVIN WANG/JASON WANG moved to adjourn the meeting.
Vote 6/0/0
CARRIED***

Meeting adjourned at 4.35 pm.

SUMMARY OF MOTIONS

MOTION	VOTES
<i>WANG moved to approve the minutes for July 13, 2015 as tabled.</i>	3/0/2 - CARRIED
<i>KEVIN WANG/JASON WANG moved to go in-camera.</i>	6/0/0 - CARRIED
<i>KEVIN WANG/FLAMAN moved to go ex-camera.</i>	6/0/0 - CARRIED
<i>KEVIN WANG moved on the recommendation of the Nominating Committee to appoint Sarah Elder and Mitch Bartrem as students-at-large to the Dean of Students Selection Committee.</i>	6/0/0 - CARRIED
<i>KEVIN WANG/JASON WANG moved to adjourn the meeting.</i>	6/0/0 - CARRIED