

**NOMINATING
COMMITTEE**

Monday April 25, 2016

3:00 pm

SUB 6-06

ATTENDANCE

NAME	PROXY	PRESENT
Saadiq Sumar (Temporary Chair)		Y
Marina Banister		Y
Bismillah Kiani		Y
Habba Mahal		Y
Jason Wang		N
Michael Sandare		Y
Neesha Persad		Y
Ryan Scott		Y

MINUTES (NC 2016-00)

2016-0/1 INTRODUCTION

2016-0/1a **Call to Order**

Meeting called to order at 3:03 pm.

2016-0/1b **Approval of Agenda**

BANISTER/PERSAD moved to approve the agenda for April 25,

2016 as tabled.
Vote 6/0/0
CARRIED

2016-0/1c Approval of Minutes

None.

2016-0/1d Chair's Business

SUMAR: This is what this committee's agenda would look like. We're not going to go over all these particular items today.

2016-0/2 QUESTION/DISCUSSION PERIOD

2016-0/3 COMMITTEE BUSINESS

2016-0/3a Selection of a Chair

SUMAR: Vice-president BANISTER who was the inaugural chair of the Nominating Committee would be able to tell you what it's like being a chair.

BANISTER: Yes, I was the inaugural chair of this committee. This is the newest committee, and was just struck 3 years ago. Historically, if you needed to fill out a random student spot on a committee, you'd approach a vice-president, and he or she would put out an application process and fill the vacancy. However, it was decided that that wasn't the most transparent process. So, that's how the Nominating Committee was born. As a committee, we receive applications, put out advertisements, and select an individual. One thing to note as a chair is that this committee doesn't necessarily meet as regularly as the others. This is because we only have business when there are spots to be filled. The peak times are the beginning and the end of semesters. There are reoccurring things such as the senate application and the health and dental plan

application. In addition, there are random one-off things like task forces. The hardest part of being the chair is advertising the positions. We are responsible for advertising the vacancy as well on top of selecting an individual.

BANISTER nominated herself as the Chair.

WANG had expressed interest in being the chair through an email.

BANISTER briefly described her accomplishments, experiences, and explained why she should be the Chair.

SUMAR read out WANG's email which explained his accomplishments, experiences, and reasoning for being the Chair.

The committee did a vote to select BANISTER or WANG as the Chair.

BANISTER is chosen as the Chair.

2016-0/3b

Adoption of Standing Orders

SUMAR: Councilor WANG mentioned some specific areas we should look into. He mentioned section 5) 1) a ii and 10 4) a.

BANISTER: Does anyone have any comments about those 2 points?

PERSAD: Are we designing the application process? How does it work out?

BANISTER: I'll give you an example. Let's say someone from the provost's office informs me that they need a student to fill a position. I will then email Rebecca of Discover Governance, and she'll create a Jobkin advertisement. We'll decide whether a Jobkin advertisement is the most appropriate thing to create. The advertising method will differ on the target audience. A Provost committee would have a different target audience than a committee to fill the Dean of Arts. In the latter, it'd be more beneficial to advertise on the Arts listserv. The application process would also mean deciding whether or not we require just a resume, or whether we require a cover letter and an interview. Ultimately, we decide on the steps these applicants have to take, and the timeline. Another struggle of the Nominating Committee is the fact that we may get late requests needing students within a week or so. When that happens, we have to decide what's reasonable, and what's not.

PERSAD: I wasn't sure whether you were given what they wanted to do for the application.

BANISTER: Some people do specify their needs. But, most do not.

SUMAR: To give you an example, the incoming Vice-president External used to decide who the student members of the Senate were. Now, it's Nominating Committee that decides.

BANISTER: Why are they sending agenda items to the Students'

Council Administrative Assistant and not to the Chair?

SUMAR: They can do that too. Either the Chair or the Students' Council Administrative Assistant can create the Agenda.

BANISTER: I can create the Agenda. I don't think they should specify who to send agenda items to. Some chairs will want the Students' Council Administrative Assistant to create the Agendas for them.

SUMAR: A lot of committees do that. If I can propose an edit, we can say that members can send agenda items to the Chair. The Chair can then forward the items to the Students' Council Administrative Assistant to create the agenda if needed. You can also specify a time to send agenda items too.

BANISTER: I'm not comfortable with setting a time because different chairs may have varying opinions. I personally like to send out the Agenda at least 48 hours before the meeting. If somebody didn't send in an item 48 hours before the meeting, he or she will have to move to add that item during the approval of the agenda.

I personally don't like paper. So, I prefer to keep everything electronic and not print anything. If people would like things printed off, just let me know.

SUMAR: So, we can edit 10) 6) a about paper copies.

PERSAD: On that note, shouldn't we change 7) 1) h as well?

SUMAR: Yes.

BANISTER: I'd like to draw your attention to 12) 1). This clause is there because we look at people's personal information, and we don't want any disclosure. There will be many meetings where we'll be going in-camera. It means that things discussed will not go into the minutes.

SUMAR: We should also change Bylaw Committee in 4) 1) e to Nominating Committee.

BANISTER: Maybe we can add an item 12) 2) stating that the committee should move in-camera when discussing about applicants.

SUMAR: We can approve the Standing Orders as it currently stands right now, and then add 12) 2) in the first meeting.

BANISTER: That's a good idea. I'll draft a wording, and send it out for your approval.

SUMAR: As a general note, you can suggest amendments to the Standing Orders at any time of the year.

SCOTT: Will we get sent the updated Standing Orders?

SUMAR: The updated Standing Orders will get posted on the website.

BANISTER: There's also an email account for the Nominating Committee. In matters relating to this committee, I'll send emails from that account.

PERSAD/MAHAL moved to adopt the Nominating Committee's Standing Orders as amended.

Vote 6/0/0

CARRIED

Amendments to the Standing Orders:

4) 1) e) Shall work with the speaker and Administrative Assistant to ensure the logistical needs of Nominating Committee are met.

7) 1) h) Ensure paper copies of the Agenda are printed for the Chair to bring to each meeting as needed.

10) 4) 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.

10) 6) a) i) Paper copies will be created and made available in the Students' Union Executive/Administrative Offices upon request, and

2016-0/3c

Confirmation of Spring/Summer meeting schedule

SUMAR: Councilor Wang sent the availabilities of his long-term proxy.

BANISTER: I think we should do this on an as needed basis. We'll be meeting more sporadically than regularly.

SCOTT: Will we use a Doodle poll? Will it be at least a week before?

BANISTER: As soon as I get an email about a position to be filled, I'll send out an email to decide on a date to have the meeting. We'll probably need 2 meetings for every application. One to decide the application process, and another for selection. During busy periods, we can combine several applications during one meeting.

SUMAR: To give you an answer to your question, Vice-president Banister will send you an email as soon as possible depending on the timeline specified. You may have a week, but you may also have only a few days.

BANISTER: We can also have recurring meetings every 2 weeks, but cancel them when we have no business.

SANDARE: It's better to have meetings as needed.

2016-0/4 INFORMATION ITEMS

2016-0/5 ADJOURNMENT

*SCOTT/KIANI moved to adjourn the meeting.
Vote 6/0/0
CARRIED*

2016-0/5a **Next Meeting:** Not decided.

2016-0/5b Meeting adjourned at 3:30 pm.

SUMMARY OF MOTIONS

MOTION	VOTES
<i>BANISTER/PERSAD moved to approve the agenda for April 25, 2016 as tabled.</i>	6/0/0 - CARRIED
<i>PERSAD/MAHAL moved to adopt the Nominating Committee's Standing Orders as amended.</i>	6/0/0 - CARRIED
<i>SCOTT/KIANI moved to adjourn the meeting.</i>	6/0/0 - CARRIED