



*University of Alberta Students' Union*

## **NOMINATING COMMITTEE**

**Monday, May 8, 2017**

**5:45 PM**

**SUB 6-06**

We would like to acknowledge that our University and our Students' Union are located on Treaty 6 Territory. We are grateful to be on Dene, Cree, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge continuing colonial violence and respect Indigenous knowledges and traditions.

### **AGENDA (NC 2017-00)**

- 2017-00/1      INTRODUCTION**
- 2017-00/1a     Call to Order**
- 2017-00/1b     Approval of Agenda**
- 2017-00/1c     Approval of Minutes**
- 2017-00/1d     Chair's Business**
- 2017-00/2      QUESTION/DISCUSSION PERIOD**
- 2017-00/3      COMMITTEE BUSINESS**
- 2017-00/3a     Selection of a Chair**
- 2017-00/3b     Adoption of Standing Orders**  
  
Please see NC 17-00.01
- 2017-00/3c     Confirmation of Spring/Summer Meeting Schedule**
- 2017-00/4      INFORMATION ITEMS**
- 2017-00/4a     Nominating Committee Manual**  
  
Please see NC 17-00.02
- 2017-00/5      ADJOURNMENT**
- 2017-00/5a     Next Meeting: TBD**

## Nominating Committee Standing Orders

### 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 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.

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

## 6 Proxies and 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 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 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 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. Paper copies will be created and made available in the Students' Union Executive/Administrative Offices upon request, 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 Transition Manual

*Information for the Members of the Nominating Committee*

*Last updated: April 2015*

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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.

### **1. 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.

### **2. 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.

### **3. 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.

## Duties of 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 usually 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 reports to Students' Council.
3. Ensure there is an agenda for each meeting.
4. Work with Speaker and SU staff to ensure the logistical needs of Nominating Committee are met.
5. Relay all requests and applications to the Nominating Committee.

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. Your first meeting as Chair should include some kind of strategic planning and goal-setting session to keep the Committee on track during the year, though this is generally less important for Nominating Committee, as it meets less regularly than the other committees. Your plan/goals should reflect your mandate, the broader goals of Council, and the SU's strategic plan.

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. Does Nominating Committee have a strategic plan for the year and, if so, what is its progress?
2. When was Nominating Committee's last progress check on the activities of Council and its Committees? Does one need to be done?
3. 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.
4. What projects has Nominating Committee been working on, and what's the progress so far? Ask other committee members, or check past meeting minutes.

## Nominating Committee Timeline

Because Nominating Committee tends to meet on an ad hoc basis, only as it is needed, there isn't really a set timeline for its activities. The dates below are general dates to be aware of.

### May:

- Do an overview of all duties and ensure that all members understand them.
- Attend GovCamp at the end of the month.

### August:

- End of August is the deadline for Councillors to resign their position if it is to be filled in the September by-election.

### September:

- Week of Welcome
- By-elections

### February:

- Nominations for SU General Elections are due, and Campaigning begins.

### March:

- At your first meeting in March, check in on the progress of your goals and business.
- General Elections and Councillor/GFC elections are held.

### April:

- Ensure that all necessary documents, such as committee goals tracking documents and survey results, are prepared to be passed on to the next Nominating Committee Chair.