

SIMON FRASER UNIVERSITY

MEMORANDUM

TO: Senate

FROM: Barry Honda, Chair, Senate Nominating Committee

SUBJECT: Senate Nominating Committee membership and terms of reference

DATE: 24 October, 2006

The Senate Nominating Committee (SNC) reviewed its membership and terms of reference/procedures recently and recommends the following revisions:

Motion:

That the following revisions to the membership and terms of reference of the Senate Nominating Committee be approved, and take effect on June 1, 2007.

- 1. That the number of Faculty Senators shall be increased, so that there is one Faculty Senator representing each Faculty on the Senate Nominating Committee.**
- 2. That the terms of office of Faculty Senators shall all be 2 years, and that the terms should be staggered so that that the terms of half of the positions end each year.**
- 3. That the editorial revisions shown on the attached Terms of Reference be approved.**



Senate Nominating Committee (SNC) Standing (Reporting Category "A")

Members	Conditions	Term	Expiry Date	Name
Faculty Senator	Elected by and from Senate	2 years	May 31, 2008	Barry Honda
Faculty Senator	Elected by and from Senate	2 years	May 31, 2008	Martin Ester
Faculty Senator	Elected by and from Senate	1 year	May 31, 2007	Peter Dickinson
Faculty Senator	Elected by and from Senate	1 year	May 31, 2007	Christine MacKenzie
Student Senator	Elected by and from Senate	1 year	May 31, 2007	(vacant)
Graduate Student	Elected by Senate	1 year	May 31, 2007	Mark Weiler
Director, University Secretariat	Secretary (non-voting)			Alison Watt

It is suggested that the terms of all faculty members are changed to 2 years, and they should be staggered, so half the terms end each year.

It is also suggest that the faculty member representation be changed to " one faculty member from each faculty"

Elected by and from members:

- (Chair) Barry Honda
- (Vice-Chair) vacant

Terms of Reference

1. To present Senate as required with the name of candidates to fill vacancies however occurring on all Senate committees or sub-committees to which election or appointment is required. It shall be the responsibility of the **Director, University Secretariat Registrar, ~~as Secretary of Senate,~~** to inform the Chair of the Nominating Committee as early as possible, and in any case not less than thirty days prior to a vacancy of such vacancies as may occur on Senate committees or sub-committees.

2. All nominations must ~~reach the Registrar~~ **be received by the Senate Office** from the Nominating Committee at least fifteen days before the appropriate meeting of Senate, and will then be sent out to Senators at least thirteen days before the meeting of Senate, along with a note pointing out to members of Senate that further nominations may be made by individual members of Senate. Any such nominations must reach the Director, University Secretariat 72 hours before the meeting of Senate, and no further nominations will be accepted after this time. The **Director, University Secretariat Registrar** will provide members of Senate at the ~~beginning of a~~ Senate meeting with such further nominations as may have been received. Oral nominations during the meeting of Senate will not then be allowed.

3. It is the responsibility of the Nominating Committee to satisfy itself as to the availability of all nominees.

4. The Nominating Committee should attempt to bring forward more than the minimum number of names required to fill any vacancy.

5. Persons nominated by the Nominating Committee need not themselves be members of Senate, unless this is required by the University Act or by Senate's own rules.

6. Members of the Nominating Committee are not themselves disbarred in any way from being presented as nominees.

7. In bringing forward nominees for vacancies on Senate committees, the Nominating Committee should give consideration to the composition of the campus community.

Chair and Vice-Chair

The **Chair and Vice-Chair** shall be elected annually.

Quorum

The quorum is three committee members.

Proposed revision: 20 October, 2006