

ATTENTION Senate Committee on Agenda
and Rules

FROM Jo Hinchliffe, Secretary, Senate Nominating
Committee

Jolli

Re: Revised Terms of Reference

DATE February 1, 2017

At its meeting on January 11 2017 the Senate Nominating Committee approved revisions to the committee's terms of reference.

The terms of reference have not been changed for a number of years and the committee believes the proposed terms are clearer and better reflect the work of the committee.

MOTION:

"that Senate approve the revised terms of reference for the Senate Nominations Committee on effective April 2017."

Senate Nominating Committee

Elected annually by and from members:

- Chair:
- Vice-Chair:

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 ~~is~~ shall be the responsibility of the Committee Secretary 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~~ of existing and imminent vacancies.*
2. All nominations must 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 in time to be included in the documentation sent out for the next Senate meeting. Senators will be informed that 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 Committee Secretary the Friday 72 hours before the meeting of Senate, and no further nominations will be accepted after this time. The Committee Secretary will provide members of Senate at the 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.

~~Vice-Chair~~

~~The Vice-Chair shall be elected annually.~~

Quorum

The quorum is three committee members.

* As amended at the March 6, 2017 Senate meeting. SW