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*SM 6/11/67*

Report to Senate on Procedure for Bringing Forward Nominations

1. There shall be a standing committee of Senate called the Senate Nominating Committee which will normally take office on August 1st of each year for a period of twelve months. The committee shall have five members, and will elect a chairman from amongst its own members.
  
2. The initial membership of this Committee should be established following oral nominations, and balloting, at the next meeting of Senate, and the Committee so named will take office until July 31, 1968. There shall be no restricting qualifications as to the membership of the Committee other than membership of Senate. All members of Senate, including the Chairman, shall have the right to propose names for membership of the Nominating Committee. Temporary replacement of members on the Nominating Committee, and the presentation of names for the Nominating Committee for subsequent twelve-month periods, will be as in the procedure laid down below for other Senate committees.
  
3. The terms of reference of the Senate Nominating Committee will be as follows:
  - i) To present Senate as required with the name or names of candidates to fill vacancies, however occurring, on all Senate committees or subcommittees to which election or appointment is required. It shall be the responsibility of the Registrar, as Secretary of Senate, to inform the Chairman 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 subcommittees.
  
  - ii) All nominations must reach the Registrar 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 Registrar 72 hours before the meeting of Senate, and no further nominations will be accepted after this time. The Registrar will provide members of Senate at the beginning of a Senate meeting with such further nominations as may have reached him. Oral nominations during the meeting of Senate will not then be allowed.
  
  - iii) It is the responsibility of the Nominating Committee to satisfy itself as to the availability of all nominees.

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Nom. Ctee

iv) The Nominating Committee may, if it so decides, bring forward more than the minimum number of names required to fill any vacancy.

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

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

vii) All nominations must be made on a prescribed form, which will be signed (a) by the Chairman of the Nominating Committee or any other person making a nomination, and (b) by the person being nominated.

4. Voting procedures. We suggest that any voting necessary for electoral purposes shall be by secret ballot, and that the Registrar shall provide appropriate forms for this purpose as required. There shall be a multiple choice vote; ballots showing more or less votes than the number of vacancies shall be invalid. If there is a tied vote for the last place of any group of positions, on a multiple choice ballot, there shall be an additional ballot to choose between the persons concerned. The names of the people elected shall then be stated, preferably in alphabetical order, without the number of recorded votes being revealed, and the ballots will then be destroyed.

5. These procedures may be set aside at any time by a two-thirds vote of Senate.

6. We bring forward these recommendations unanimously for the consideration of Senate.

7. Although not specifically within our terms of reference, it was agreed that we might well discuss the procedures to be followed in the case of temporary or permanent vacancies upon Senate itself. We therefore make the following suggestions:

a) That in the case of members of Faculty, whether elected by individual Faculties or by Joint Faculty, there shall be an election by the appropriate body to bring forward a name to Senate to fill the vacancy.

b) In the case of student representatives, ~~the name of the runner-up in the immediate past election shall be presented to Senate to fill the vacancy.~~

*a bye-election will be conducted by the Registrar*

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c) In the case of Convocation members, the remaining Convocation members upon Senate shall act as a nominating committee to bring forward a name to fill the vacancy until a formal election can conveniently be held under the agreed rules.

We recommend that this procedure also be followed in the case of membership on subcommittees of Senate where representatives of specific Faculties or groups are required. In this latter case there is, of course, no restriction on the people nominated being members of Senate.

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