



Simon Fraser University  
Office of the Registrar

## Memorandum

To: SENATE

From: Ron Heath  
Registrar/Secretary of Senate

Subject: Terms of Reference - SNC

Date: February 14, 1996

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At the last meeting of SCAR, we discussed a proposal presented by a member of SCAR that the composition of the membership of committees of Senate charged with responsibilities relating to students should reflect the composition of the campus community. During the discussion it was suggested that indeed this would be a laudible objective for all Senate committees and that, rather than amending quorum and composition requirements for every committee, the preferred method for addressing the issue would be to ask the Senate Nominating Committee to have due regard to this principle when seeking nominations for Senate Committees. I was asked to bring back a proposed wording for an amendment to the terms of reference for the Senate Nominating Committee.

Motion: "That Senate approve the following be added to the Terms of Reference for the Senate Nominating Committee:

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

**SENATE NOMINATING COMMITTEE (SNC)**

- Standing (Reporting Category "A")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>
Senator	Elected	1 yr
Senator	by	1 yr
Senator	and	1 yr
Senator	from	1 yr
Senator (Student)	Senate	1 yr
Senator (Student Alternate)		1 yr

Chair: Elected by and from members.

**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 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 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 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.