



# NOTICE OF MOTION REGARDING AMENDMENTS TO THE COMMITTEE TERMS OF REFERENCE 2021-01-14

Submitted for: 2021-01-14

<b>Submitted to:</b>	SSMU Legislative Council	<b>Document no.:</b>	LEG-PUB-MOT-2021-01-14-002
<b>Moved by:</b>	Chip Smith <i>Arts Councillor</i>	<b>Current Status:</b>	<input checked="" type="checkbox"/> FOR APPROVAL <input type="checkbox"/> APPROVED <input type="checkbox"/> POSTPONED <input type="checkbox"/> COMMITTED <input type="checkbox"/> NOT APPROVED
<b>Seconded by:</b>	Jemark Earle <i>President</i>		

**Issue** This motion seeks to bring the Nominating Committee Terms of Reference up to date to reflect its current roles and responsibilities.

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**Background and Rationale** Since the fall 2020 semester, the Nominating Committee has been tasked with reviewing and modifying interview guides used to select candidates for positions on the Board of Directors and Judicial Board. However, this is not explicitly mentioned on the Committee Terms of Reference. As such, the proposed amendments will bring the document up to date.

All further amendments are minor adjustments intended to fix grammatical and spelling errors on the Nominating Committee Terms of Reference.

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**Alignment with Mission** This motion aligns with SSMU's mission to continue the enhancement of the quality of services we provide.

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The Nominating Committee oversees the selection process for the roles of Director, International Student Representative, and Judicial Board Justice in order to better serve the Members of the Society.

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### Consultations Completed

Consultations were completed with the Governance Manager and Nominating Committee.

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### Risk Factors and Resource Implications

Should this motion not pass, the current Committee Terms of Reference will be unchanged, thus leaving the actual responsibilities of the Nominating Committee unclear.

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### Sustainability Considerations

There are no sustainability considerations for this motion.

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### Impact of Decision and Next Steps

The Nominating Committee, Governance Manager, and Board of Directors will be notified of the procedural changes.

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### Motion or Resolution for Approval

Be it resolved that the SSMU Legislative Council approves the amendments to the Committee Terms of Reference as defined in Appendix A.

Be it further resolved that the SSMU Legislative Council adopts the actionable aspects of this question and that any grammatical or legal changes necessary do not need the re-approval of the Legislative Council.

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### Results of the Vote

In favour ()  
Opposed ()  
Abstain ()



## Appendix A : Committee Terms of Reference, Nominating Committee - Proposed Amendments

### 1. Nominating Committee

#### 1.1. Oversight

The Nominating Committee shall be a Committee of the Board of Directors.

#### 1.2. General

The Nominating Committee shall work to ensure that positions on the Board of Directors and the Judicial Board are adequately filled during the academic year.

#### 1.3. Responsibilities

The Nominating Committee shall

- a. Review applications and select appropriate candidates to fill positions on the Judicial Board and on the Board of Directors; and
- b. Review and make recommendations to the Nominating Committee's terms of reference at the end of the year; and
- c. Review and make recommendations to modify interview guides as necessary.

#### 1.4. Membership

The Nominating Committee shall consist of:

- a. the Parliamentarian (Committee Chair, non-voting);
- b. one (1) Equity Commissioner (non-voting), chosen at the beginning of each hiring cycle;
- c. three (3) Directors; and
- d. four (4) Members at Large.

#### 1.5. Meetings

The Nominating Committee shall meet when they need to appoint a Judicial Board Justice, Director or International Representative for the Board of Directors or when called by the Parliamentarian.



## 1.6. Quorum

The quorum for the Nominating Committee is a simple majority of the voting members.

## 1.7. Reporting

The Nominating Committee will report to the Board of Directors with a timeline and plan for any upcoming hiring cycles, and with a full report immediately after any decision is made by the Nominating Committee.

## 1.8. Committee Specific

### 1.8.1. Selection for Interviews

The Nominating Committee will review applications to select which applicants should be interviewed. Candidates will be shortlisted for interview by a majority vote at a meeting of the Nominating Committee. Applications are to be reviewed in the order that they were received.

### 1.8.2. Interviews

The Nominating Committee will interview selected applicants. Interviews can be conducted via teleconference or in person. The Equity Commissioner for a given hiring cycle may not conduct or score interviews.

### 1.8.3. Final Selection

After the interviews, The Nominating Committee shall recommend the candidate(s) for ratification by the Board of Directors. Any decision to recommend a candidate to the Board of Directors for ratification must be confirmed by a majority vote of the committee.

### 1.8.4. Availability of Members

Members of the Nominating Committee must be available to meet for a period of twelve (12) months.

- a. EXCEPTION: Section 8.4 does not apply to Equity Commissioners.



### 1.8.5. Participation By Way of Technical Means

A Member of the Nominating Committee may participate in a meeting of the Nominating Committee by way of technical means, such as a telephone or teleconference. In such a case, the member shall be deemed to have attended the meeting.

### 1.8.6. Diverse Representation

The Nominating Committee shall ensure that there is diverse representation among the individuals nominated to the Board of Directors, including, but not limited to, diversity in terms of race, national or ethnic origin, religion, sex, gender, age, mental or physical disability, language, sexual orientation or social class. The Nominating Committee reserves the right to undertake additional outreach efforts if the applications received lack diversity.

### 1.8.7. Conflicts of Interest

Members of the Nominating Committee are obliged to disclose conflicts of interest between themselves and applicants to the Committee Chair prior to the selection of candidates for interview. Members are subject to the SSMU Conflict of Interest Policy for the purpose of defining a Conflict of Interest.

- a. A member may not vote on nominations, conduct, or score interview applicants when a conflict of interest involving the member and the applicant is present.

### 1.8.8. Recruitment

The Office of the Governance Manager shall be responsible for advertising openings for Director, Judicial Board and International Student Representative roles as required.