



Association étudiante de l'Université McGill

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Students' Society of McGill University

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MOTION REGARDING AMENDMENTS TO THE NOMINATING COMMITTEE TERMS OF REFERENCE 2024-03-28

Submitted for: 2024-04-11

Submitted to:	SSMU Board of Directors	Document no.:	BOD-PUB-MOT-2024-04-11-001
Moved by:	Nadia Dakdouki Director	Current Status:	<input type="checkbox"/> FOR APPROVAL <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> POSTPONED <input type="checkbox"/> COMMITTED <input type="checkbox"/> NOT APPROVED
Seconded by:	Alexandre Ashkir Director		

Issue

The Nominating Committee is mandated to suggest amendments to its terms of reference at the end of each academic year. Upon review with the Committee, points for improvement and clarification were identified and discussed, and are presented in this motion.

Background and Rationale

The Nominating Committee is a committee of the Board of Directors, working to ensure that positions on the Board of Directors and the Judicial Board are adequately filled during the academic year.

The Nominating Committee terms of reference were last amended by a Legislative Council [Motion Regarding Amendments to the Committee terms of reference](#) in April 2019 to better reflect the Committee's activities. It included the addition of a Member-at-large and mechanisms to uphold its Diverse Representation mandate, employment equity, and to deal with conflicts of interest.

The proposed amendments to the Committee's terms of reference were discussed during meetings and approved by its members asynchronously. These amendments include clarification on the roles that the Nominating



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Committee recruits for, the responsibilities of its members, and its selection methods, as well as minor reorganization of the terms of reference sections.

The proposed amendments aim to clarify and ground the Committee's terms of reference in its current operations, rather than change its functioning.

Alignment with Mission

The proposed amendments to the terms of reference will ensure that the SSMU has an effective Nominating Committee with an equitable and institutionally consistent hiring process and diverse composition. They are in line with the SSMU's Equity Policy, Human Resources Policy, and the Nominating Committee's mandate. This, in turn, positively impacts the quality and diversity of candidates selected for crucial roles within the SSMU's Board of Directors and Judicial Board, supporting the SSMU's mission to serve the student body to the best of its ability.

Consultations Completed

Amendments to the Committee's terms of reference were reviewed by Committee members asynchronously and during meetings. The Equity Commissioner was consulted on the amendments as a whole, particularly those pertaining to the Equity Commissioner role's right to conduct interviews, as was the Governance Manager. Finally, the Policy and Advocacy Coordinator was consulted on both the terms of reference and this present motion to advise on structure and content.

Risk Factors and Resource Implications

The proposed amendments to the Nominating Committee's terms of reference will not pose any risk factors to the SSMU, as they offer clarification on the Committee's current operations and serve to enhance the Committee's yearly functioning and long term goals.

Sustainability Considerations

The proposed amendments to the terms of reference will establish an efficient Nominating Committee for the SSMU with accurate, clear, and transparent documentation, thus optimizing the Committee's operations.



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This, in turn, has the potential to alleviate some of the organizational burdens associated with the Parliamentary position, improving economic sustainability and institutional knowledge.

Impact of Decision and Next Steps

Should this motion be approved, the proposed amendments to the Committee terms of reference will be adopted immediately.

Motion or Resolution for Approval

Be it resolved that the amendments to the Nominating Committee's terms of reference (see Appendix A) be approved.

Results of the Vote

In favour (UNANIMOUS)
 Opposed ()
 Abstain ()



Appendix A: Amended Terms of Reference

25. Nominating Committee

25.1. Oversight

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

25.2. 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.

25.3. 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, including Directors, the International Representative, Alumni Representatives, and Members-at-Large of the Nominating Committee;
- 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.

25.4. 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;
- d. four (4) Members at Large; and
- e. SSMU's Governance Manager (non-voting, upon request).

25.4.1. Equity Commissioner Role



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Any of the SSMU Equity Commissioners may attend as advisors upon request of the Committee, ensuring the Committee upholds values of equity throughout its operations. The Equity Commissioner role need not be filled by the same individual throughout the year.

25.5. Meetings

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

25.6. Quorum

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

25.7. 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.

25.8. Committee Specific

25.8.1. Recruitment

The Office of the Governance Manager, in collaboration with the Chair and the Communications department, shall be responsible for advertising openings for Director, Judicial Board, International Student Representative, Alumni Representative, and Nominating Committee Member-at-Large roles as required.

25.8.2. 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.



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25.8.3. 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~~ **conduct but not score interviews.**

25.8.4. Final Selection

After the interviews, the Nominating Committee **shall rate each candidate according to the relevant candidate comparison grid, following the provided rubric when choosing ratings.** 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, **after deliberation considering a variety of factors, including but not limited to the candidate ratings.**

25.8.5. Availability of Members

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

25.8.5.1. **EXCEPTION:** Section 25.8.5 does not apply to Equity Commissioners.

25.8.6. 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.

25.8.7. 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, **within and outside of SSMU communication channels, such as via student associations representing minority groups.**

25.8.7.1. **FACULTY REPRESENTATION:** The Nominating Committee shall ensure that **there is diverse representation of faculty programs among the individuals nominated.**



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The Nominating Committee reserves the right to undertake additional outreach efforts if the applications received lack diversity, within and outside of SSMU communication channels, such as via student associations representing such faculties.

25.8.8. 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.

25.8.7.1. 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.

~~25.8.8. Recruitment~~

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