



**Association étudiante de l'Université McGill**

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

**Students' Society of McGill University**

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

[ssmu.ca](http://ssmu.ca) | (514) 398-6800 | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

## 22. Nominating Committee

### 22.1. Oversight

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

### 22.2. General

The Nominating Committee shall work to ensure that positions on the Board of Directors, and the Judicial Board, and the position of Vice President (Finance) are adequately filled during the academic year.

### 22.3. 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 Student Representative, Alumni Representatives, and Members-at-Large of the Nominating Committee, and the position of Vice President (Finance);
- 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.

### 22.4. Membership

The Nominating Committee shall consist of:

- a. the Parliamentarian (Committee Chair, non-voting);
- b. one (1) Equity Commissioner (non-voting, upon request)
- c. three (3) Directors;
- d. four (4) Members at Large; and
- e. SSMU's Governance Manager Internal Counsel and Corporate Secretary (non-voting, upon request).

#### 22.4.1. Equity Commissioner Role

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.



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### 22.5. Meetings

The Nominating Committee shall meet when they need to appoint a Justice to the Judicial Board, Director or International Student Representative or Alumni Representative to the Board of Directors, Member-at-large to the Nominating Committee, **the Vice President (Finance)**, or when called by the Parliamentarian.

### 22.6. Quorum

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

### 22.7. 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.

### 22.8. Recruitment

The Chair(s) of the Committee, in collaboration with the Secretary General, shall be responsible for recruitment for Committee positions.

#### **22.8.1. Vacancies**

Should any seat of the Committee become vacant, the regular recruitment process shall be immediately initiated.

### 22.9. Committee Specific

#### **22.9.1. 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 **over email or** at a meeting of the Nominating Committee. Applications are to be reviewed in the order that they were received.

#### **22.9.2. 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



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conduct but not score interviews.

### **22.9.3. 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.

### **22.9.4. Availability of Members**

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

### **22.9.5. 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.

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

#### **22.9.6.1. FACULTY REPRESENTATION**

The Nominating Committee shall ensure that there is diverse representation of faculty programs among the individuals nominated. 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.



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### 22.9.7. Conflicts of Interest

Members of the Nominating Committee are obliged to declare any involvement in other organizations (e.g. clubs, services, student associations, faculties, etc.) at the beginning of their terms. Members of the Nominating Committee are also obliged to disclose conflicts of interest or potential 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.

**22.9.7.1.** 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.