

Policy No.	Officer Responsible		
<b>S2009-01</b>	<b>Vice President Academic and Provost</b>		
Policy Name			
<b>Senate Nominating Committee Mandate and Structure</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>		<b>B</b>	<b>2020</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>January 2009</b>	<b>May 2015</b>	<b>Senate By-laws</b> <b>S2015-02 Senate Student Appeal Committee Mandate and Structure</b>	

## 1. REPORTING

The Senate Nominating Committee is a standing committee of Senate.

## 2. MANDATE

2.1. To solicit interest for the following position at least one month prior to their election:

- a. Vice-Chair of Senate; and
- b. Chair of the Appeals Committee.

2.2 To submit a minimum of one nomination for each of the above positions to the Senate for an election to be held in accordance with the Senate By-Laws.

## 3. MEMBERSHIP

### The Chair

The Chair will be a member of Senate who is elected by the members of the Committee. The duties of the Chair are as follows:

- To call and chair the meetings of the Nominating Committee.
- To present the nomination(s) of the Committee at Senate.

### Members

Four members (voting) are appointed by Senate from the Senate's members. The committee shall include two faculty members and two other members who are not faculty and are from two of the remaining three groups (staff, students, administrators).

### Term of Office

Each member is appointed annually. If vacancies occur, appointments are made to complete the term.

#### **4. CONDUCT OF MEETINGS**

##### **Schedule**

As needed, at the call of the Chair

##### **Quorum**

Three members.

##### **Tie Votes**

In the event of a tie, the Chair may vote to break the tie.

##### **Visitors to Meetings**

Because of issues of confidentiality, meetings will be held *in camera*.