



**Senate Nominating Committee
Terms of Reference**

Last review: March 2026	Next review: March 2029
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1. Reporting

The Senate Nominating Committee (SNC) is a standing committee of Senate that reports directly to Senate.

2. Mandate

The mandate of the committee is to:

- Solicit interest for the Vice-Chair of Senate position at least one month prior to the election.
- Submit a minimum of one nomination for the Vice-Chair position to Senate for an election in accordance with the Senate Bylaws.

3. Membership

The composition of the membership of the Committee includes:

Members

Four (4) members including the Chair.

The **voting** members consist of:

- Two (2) faculty members appointed by Senate from among its members
- Two (2) members appointed by Senate from among its members who are from two of the remaining three Senate groups (staff, students, administrators).

Terms of Office

Members are appointed annually.

When a vacancy occurs, the Chair will follow the procedure outlined in the Senate Bylaws, section 8.7, to fill the vacancy.

The Chair

The Chair of the SNC will be a member of Senate who is elected by the SNC from among its members for a one-year term.

The Chair is normally non-voting but may vote where their vote could change the result.

In addition to the duties set out in Section 8 of the Senate Bylaws, the duties of the Chair are to:

- call and chair meetings of SNC;
- prepare agendas; and
- ensure the committee's nomination(s) are presented to the Senate.

4. Conduct of Meetings

Schedule

Meetings of the committee are held each February for the March election or as directed by Senate or at the call of the Chair as needed.

Quorum

Three (3) members.

Visitors to Meetings

Meetings will be held in camera for confidentiality.

5. Resources

Senate Bylaws

[University Act](#)

6. Review of Terms of Reference

SNC will review and update these Terms of Reference as necessary and at least every three (3) years (Senate Bylaws, Section 8.4). Upon presentation of the committee's Terms of Reference to the Senate, a 2/3 vote of members present is required for approval (*University Act*, Section 37(1)(a)).