

Nominating Committee

Effective Date: July 1, 2021

Supersedes: December 2016; July 2008

Date of Next Review: Spring 2024

TERMS OF REFERENCE

To nominate members for standing and ad hoc committees of the Senate (except for the Nominating Committee) and Senate representation on other bodies as requested by Senate.

PROCEDURES

The committee will normally be informed of positions to be filled 10 days prior to each meeting of the committee. Information about vacancies will also be made available to the University Community.

The committee shall only consider nominations accompanied by a paragraph of not more than 100 words outlining the reasons for nomination and the candidate's suitability for the position.

It is the responsibility of members of the committee to ensure that there are sufficient nominees for consideration for positions being filled and to confirm that any nominees consent to the nomination.

The committee shall consider all nominations it receives without regard to the source of the nomination.

Foundational to the work of the committee is a commitment to ensure that candidates represent the breadth of the university's academic community in the diversity of indigeneity, race, gender identity/expression, ability, sexual orientation and religion. Diversity of our community is one of our strengths and is integral to the decision-making and governance of our institution.

The committee will present nominees for the positions to be filled in the agenda materials circulated in advance of each Senate meeting. At the Senate meeting, the Chair of the committee will call for any further nominations for any of the vacancies to be filled.

COMPOSITION

Elected membership:

Seven members of Senate, elected by Senate, at least one of whom shall be a graduate student. No more than two members may be from a single Faculty or School. The School of Graduate and Postdoctoral Studies is not considered a School in this context.

Three alternates who are members of Senate, elected by Senate, one of whom is a student, to attend meetings when regular members are unable to attend.

The committee shall elect a Chair and Vice-Chair annually.

Ex officio (voting):

President & Vice-Chancellor
Provost & Vice-President (Academic)
Vice-President (Operations & Finance)
Chair, Western Student Senators

Ex officio (non-voting):

University Secretary

GENERAL PROCESS FOR SENATE COMMITTEES AND BOARDS

Quorum: As set out in Senate By-Law VI.11.(a), quorum shall be one-half of the voting members, including at least one-half of the elected or appointed members, during September to May, and one-third of the voting members, including one-third of the elected or appointed members, during June, July and August.

Quorum September to May: 6 members, including 4 elected/appointed

Quorum June to August: 4 members, including 3 elected/appointed

Terms: The terms of office for elected members shall be one year (renewable) for students and two years (renewable) for faculty/others, as set out in Senate By-Law VI.10.(a).