



Approval Authority	Senate
Responsible Administrator	University Secretary
Approval Date	January 2009, September 2021, September 2013, May 2014, October 2015, October 2017, April 2021, May 2022
Review Date	Annual - September

SENATE NOMINATIONS COMMITTEE – TERMS OF REFERENCE

1. **Standing Committee** – Senate Nominations Committee is a standing committee of Senate and is subject to the Senate Bylaws, including Article IX Conflict of Interest and Code of Conduct.

2. **Senate Nominations Committee Membership:**

<p>Voting Members (6):</p> <p>3 ex-officio members:</p> <ul style="list-style-type: none"> - Vice Chair of Senate - Vice-President Academic & Provost - Registrar & Secretary of Senate <p>3 members elected by Senate:</p> <ul style="list-style-type: none"> - 1 Faculty (nominated by faculty) - 1 Student (nominated by students) - 1 Staff (nominated by support staff) 	<p>Committee Support:</p> <ul style="list-style-type: none"> - EA to the VP, Academic + Provost <p><i>* If no Student Senator is available or able to serve, a Student Member of a Senate Committee or designate from the Student's Union are eligible to be nominated.</i></p>
---	---

3. **Chair** – A Chair will be elected annually from among the voting members of the Committee.

4. **Terms** – Elected members sit for two-year terms or until their term on Senate ends, whichever occurs first. Elected members may be re-elected for additional two-year terms. Elections are generally held in September, but may be held at any time to fill a vacancy.

5. **Quorum** – Quorum shall consist of 50% plus one of the eligible voting members.

6. **Meetings** – The Committee will meet as necessary to complete its work, but no less than once per term.

7. **Authority and Mandate** – The Nominations Committee is responsible for reviewing and making recommendations to Senate with respect to the election and appointment of constituency representatives for Senate Committees.

This Committee will:

- Work with constituent groups to bring forward nominations in a timely fashion;
- Review nominations received, and present candidates for Senate Committees for election or appointment by Senate;
- Solicit and nominate representatives for appointment by Senate to serve on other Institutional Committees where Senate is represented;
- Monitor and address vacancies on Senate Committees on an ongoing basis;
- Review and make recommendations to the Governance Committee with respect to the Membership of Senate Committees
- Educate Senate and the broader university community on the work of Senate Committees and opportunities to participate.