Nominating Committee
Transition Manual

Information for the Members of the Nominating Committee

Last updated: April 2015

Where this transition manual deviates from Standing Orders or Bylaw, the Standing Orders or Bylaw will be taken as correct. You should always read them in addition to this manual in case information in the manual has become out-of-date.

What is Nominating Committee?

The Nominating Committee is responsible for organizing recruitment efforts and screening candidates for various governance positions that come up throughout the year, which the SU is mandated to provide candidates for. This can include filling vacant seats on GFC and the Senate, recruiting volunteers for selection committees or focus groups, filling SU committees and working groups, or handling other recruitment-related tasks as necessary.

Typically, requests for recruitment help will come to the Nominating Committee from the University through the SU Executive Committee. Nominating Committee then works with Discover Governance to advertise the position, and the Chair collects applications and brings them to the other committee members for consideration and contacts successful candidates.

1. Receive requests for filling empty student-at-large positions.

   These requests will typically be sent to the Chair, who will then work with Discover Governance to advertise the positions. Advertisements may be brought to the committee for approval at the Chair’s discretion.

2. Review applications for student-at-large positions.

   Once applications have been received from the Chair, they will be considered by all members of the Nominating Committee, in a manner agreed upon by the Committee.

3. Recommend candidates for student-at-large positions.

   Once Nominating Committee has decided on candidates, they will recommend those candidates to the appropriate body. Usually, that just involves sending the recommendations back to whichever person (typically SU executive) made the request in the first place.
Duties of Chair

Generally, your duties as the Chair involve making sure that the duties of Nominating Committee are fulfilled. This can mean handling them yourself, delegating them to other Councillors or SU staff, or facilitating the entire committee in carrying them out, depending on the situation. However you get things done, everything should usually be discussed and approved at Nominating Committee first.

In addition to making sure Nominating Committee fulfills its mandate, the Chair also has some more specific duties outlined under the Standing Orders:

1. Preside over debate at meetings of the Nominating Committee.
2. Submit reports to Students’ Council.
3. Ensure there is an agenda for each meeting.
4. Work with Speaker and SU staff to ensure the logistical needs of Nominating Committee are met.
5. Relay all requests and applications to the Nominating Committee.

Being a Chair can be stressful and time-consuming, so don’t be afraid to ask for support from SU administrative staff, Discover Governance, fellow Councillors, or SU Executives.
So, you’ve just become Nominating Committee Chair…

If you’re starting at the beginning of the year, SU staff should have coordinated the first meeting of Nominating Committee at which you were elected Chair. Now you have a set Standing Orders for the year and a meeting schedule, so it’s time to get to work on Nominating Committee stuff. Your first meeting as Chair should include some kind of strategic planning and goal-setting session to keep the Committee on track during the year, though this is generally less important for Nominating Committee, as it meets less regularly than the other committees. Your plan/goals should reflect your mandate, the broader goals of Council, and the SU’s strategic plan.

If you’ve taken this position in the middle of the year, you should read the Standing Orders to better understand the committee and check up on the following:

1. Does Nominating Committee have a strategic plan for the year and, if so, what is its progress?
2. When was Nominating Committee’s last progress check on the activities of Council and its Committees? Does one need to be done?
3. Who is your recording secretary, and have all minutes been received, approved, and updated on the committee page of the SU website? Discover Governance should be able to help you with this.
4. What projects has Nominating Committee been working on, and what’s the progress so far? Ask other committee members, or check past meeting minutes.

Nominating Committee Timeline

Because Nominating Committee tends to meet on an ad hoc basis, only as it is needed, there isn’t really a set timeline for its activities. The dates below are general dates to be aware of.

May:

- Do an overview of all duties and ensure that all members understand them.
- Attend GovCamp at the end of the month.

August:

- End of August is the deadline for Councillors to resign their position if it is to be filled in the September by-election.

September:

- Week of Welcome
- By-elections

February:

- Nominations for SU General Elections are due, and Campaigning begins.

March:

- At your first meeting in March, check in on the progress of your goals and business.
- General Elections and Councillor/GFC elections are held.

April:

- Ensure that all necessary documents, such as committee goals tracking documents and survey results, are prepared to be passed on to the next Nominating Committee Chair.