



Terms of Reference for the Nominating Committee

Policy 2.9

Section:	Governance		
Approved By:	Council	Public:	Yes
Approved Date:	March 28, 2014	Review Schedule:	Every 3 Years
Effective Date:	June 19, 2014	Last Reviewed:	September 2023
Amended Date(s):	December 7, 2018 September 17, 2020	Next Review Date:	September 2026

Policy: Terms of Reference for the Nominating Committee

Purpose

The role of the Nominating Committee of the College is to review applicants and make recommendations for committee membership. The list of applicants should be forwarded to the Executive Committee prior to the June Council meeting. The Nominating Committee is also responsible for reviewing expressions of interest for the position of the Academic Councillor in accordance with Council Policy.

Responsibilities

Each year the Nominating Committee shall:

1. Request that each Councillor submit a Committee and Committee Chair preference sheet
2. Set a date, which is prior to the first Council meeting following the election of Councillors, by which Councillors may submit nominations for the office of Chair and Vice-Chair to the Nominating Committee and communicate such date to Councillors
3. Accept nominations for election of Chair and Vice-Chair on or before the date set by the Nominating Committee for receipt of nominations for the office of Chair and Vice-Chair
4. Review the nomination process for the election of Chair and Vice-Chair and the appointment of Non-Council Committee Members and chairs of the statutory committees

and other committees with the Executive Committee prior to the first Council meeting following the election of Councillors

5. Present the proposed nomination slate to Council at the first Council meeting following the election of Councillors

Additional nominations shall be accepted at the first Council meeting following the election of Councillors, except for nominations for the office of Chair and Vice-Chair which shall only be accepted on or before the date set by the Nominating Committee as referred to above.

Composition

Four (4) Councillors shall serve on the Nominating Committee, including one Publicly-Appointed Councillor. The Council shall appoint the Chair.

A majority of the members of the Nominating Committee shall constitute a quorum.

The Registrar & CEO shall attend all meetings of the Nominating Committee.