

TERMS OF REFERENCE

NOMINATION AND ELECTIONS COMMITTEE

Standing Committee

1.0 Purpose

- 1.1 The purpose of these Terms of Reference is to provide guidance to the Nominations and Elections Committee (Committee) to carry out its business in accordance with the Constitution, Bylaws and Policies of the University of Victoria Faculty Association.
- 1.2 The defined terms have the same meaning as the Bylaws of the Association.

2.0 Mandate

- 2.1 The Committee is a Standing Committee of the Association.
- 2.2 The mandate of the Committee shall be as follows:
 - 2.2.1 Seek out Members willing to accept nominations for office in the Association;
 - 2.2.2 Provide support to Executive Committee for annual election cycle and as required;
 - 2.2.3 Endeavour, to the best of its ability, to ensure that there are more candidates nominated than the total number of positions to be filled; and
 - 2.2.4 Find Members willing to act as representatives of the Association on University of Victoria standing and ad hoc committees and recommend their appointment to the Executive Committee.
- 2.3 The Executive Committee may by resolution delegate additional duties to the Committee.

3.0 Authority

- 3.1 The Committee may make recommendations to the Executive Committee regarding matters that fall within the scope of the mandate in Section 2.0.
- 3.2 The Committee may request to meet with the Executive Committee or Officers. In consultation with the Executive Committee, the Committee may seek input from experts and Members.
- 3.3 The Executive Committee shall consider the recommendations and either adopt the recommendations without amendment or make such amendments they deem appropriate and adopt the recommendations. If the Executive Committee deems it appropriate or the subject matter requires, the Executive Committee may refer the recommendations in whole or in **part to** a General Meeting.

4.0 Membership

- 4.1 The Committee shall consist of five (5) members with three-year staggered terms. A member of the Committee must be a Member in good standing of the Association.
- 4.2 Appointment to the Committee shall be as follows:

4.2.1 The Members shall elect three (3) members with staggered three-year terms which commence on May 1, Year-1 and expire on April 30, Year-3; and

4.2.2 The Executive Committee shall appoint two (2) members from among Executive Committee members.

4.3 A member of the Committee may resign by providing notice in writing to the Chair and President.

4.4 After seven (7) days notice to the Members of a vacancy on the Committee the Executive Committee may appoint a Member to fill such vacancy. If more than one Member expresses interest in appointment to the Committee the Executive Committee shall run an electronic vote.

5.0 Meetings

5.1 The Committee shall:

5.1.1 Elect a Liaison to the Executive Committee; and

5.1.2 Elect a Chair.

5.2 The Committee may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.

5.3 Notwithstanding section 5.2, the Committee shall meet in person at least once per year at least two months in advance of the annual election cycle.

5.4 The Chair shall preside at all meetings and if the Chair is not present the Committee may select an acting Chair from among its members.

5.5 The Committee may invite Members and non-Members to attend meetings as needed.

6.0 Reporting

6.1 On an annual basis the Committee shall identify priorities, deliverables and timeframes to fulfill its mandate in a Committee Plan. The Committee shall deliver a Committee Plan to the Executive Committee. The Committee may request financial support from the Executive Committee as part of the Committee Plan.

6.2 The Committee shall keep records of its meetings, decisions and recommendations.

6.3 The Committee shall report to the Executive Committee as required.

6.4 The Committee may request administrative support from the Association to fulfill the reporting obligations in Section 6.0.