



NOMINATIONS AND ELECTIONS COMMITTEE

TERMS OF REFERENCE

Faculty Association TOR No.:	NE-01
Classification:	Standing Committee
Approving Authority:	Executive Committee
Revision Authority:	Nominations and Elections Committee
Effective Date:	November 22, 2017
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Review Date:	TBD

1.0 Purpose

- 1.1 The purpose of these Terms of Reference is to provide guidance to the Nominations and Elections Committee (“The Committee”) to carry out its business in accordance with the Constitution, Bylaws, and Policies of the University of Victoria Faculty Association (“The Association”).
- 1.2 The defined terms have the same meaning as in 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 elected office in the Association;
 - 2.2.2 Provide support to the Executive Committee for the 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 appointed representatives of the Association on University of Victoria Standing and Ad Hoc Committees, and recommend their appointment to the Executive Committee.
- 2.3 Notwithstanding Section 2.2, the Committee shall in no case endorse particular candidates to the Membership.
- 2.4 The Executive Committee or Council may by resolution delegate additional duties to the Committee as required.

3.0 Authority

- 3.1 The Committee may make recommendations to the Executive Committee and/or Council regarding matters that fall within the scope of the mandate in Section 2.0.
- 3.2 The Executive Committee shall consider the recommendations and vote on whether to adopt them, either without amendment or with such amendments as they deem appropriate. 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 meeting of Council and/or a General Meeting.

- 3.3 The Committee may request to meet with the Executive Committee, Council or Officers.
- 3.4 In consultation with the Executive Committee, the Committee may seek input from experts and Members.
- 3.5 The Committee may request support from the Association to fulfill its mandate.

4.0 Membership

- 4.1 The Committee shall consist of five (5) voting members. Each member of the Committee must be a Member of the Association.
- 4.2 The Committee shall be constituted as follows:
 - 4.2.1 The Members shall elect three (3) members with staggered two-year terms which commence on July 1, Year-1 and expire on June 30, Year-2;
 - 4.2.2 The Executive Committee shall appoint one (1) member for up to a two-year term from July 1 to June 30, from among Executive Committee members; and,
 - 4.2.3 The immediate Past President of the Association shall be an Ex-Officio (voting) member of the Committee.
 - 4.2.3.1 In the event that the immediate Past President is unable to serve, the Executive Committee shall appoint to the Committee a Member who has previously held the position of President of the Association, or with another current or former elected member of the Executive Committee.
- 4.3 An elected or appointed member of the Committee may resign by providing notice in writing to the Chair of the Committee and the President of the Association.
- 4.4 After seven (7) days' notice to the Members of a vacancy on the Committee, and normally within thirty (30) calendar days from the time the office becomes vacant, but in all cases within ninety (90) calendar days from this time, the Executive Committee shall appoint a Member to fill such vacancy for the remainder of the term.
 - 4.4.1 If more than one (1) Member expresses interest in appointment to the Committee the Executive Committee may hold a consultative ballot of the Membership.
- 4.5 At the first Council meeting subsequent to any appointment to the Committee, Council shall make a recommendation to the Membership regarding the appointment, which shall be subject to ratification by Members at the General Meeting immediately subsequent to this Council meeting. An appointed member has full voting privileges prior to ratification.

5.0 Meetings

- 5.1 The Committee shall elect a Chair, who will be the liaison to the Executive Committee.
- 5.2 The Committee may meet at the places they think fit to conduct business, and adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- 5.3 The Committee shall meet in person at least once (1) per year at least two (2) months in advance of the annual election cycle.



- 5.4 The Chair shall preside at all meetings; if the Chair is not present, the Committee shall select an acting Chair from among its members.
- 5.5 A quorum for a Committee meeting is a simple majority of voting Committee members.
- 5.6 Each voting member of the Committee participating in a meeting is entitled to one (1) vote.
- 5.7 Decisions of the Committee will be by majority vote.
- 5.8 A resolution in writing, unanimously approved by the members of the Committee and placed with the minutes of the immediately preceding Committee meeting, is as valid and effective as if regularly passed at a meeting of the Committee.
- 5.9 The Committee may invite Members and non-Members to attend meetings as needed.
- 5.10 Normally a member of the Committee who has not attended three (3) consecutive Committee meetings will be asked to resign from the Committee. The Committee expects all members to attend a majority of the regular meetings scheduled.
- 5.11 A member of the Committee who is on leave (including but not limited to Study Leave) and who is also unavailable to attend meetings during this period of leave shall normally be expected to resign if the period of the leave exceeds six (6) months. A member of the Committee who is on leave for six (6) months or less and is unavailable to attend meetings may request a leave of absence. During the period of any such leave of absence, the Executive Committee may, at its discretion, appoint an acting member to fill the vacant position or may leave the position vacant.

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.

7.0 Related Policies and Documents

- 7.1 Association Constitution and Bylaws