



# Terms of Reference for the Nominating Committee

## Policy 2.9

<b>Section:</b>	Governance		
<b>Approved By:</b>	Council	<b>Public:</b>	Yes
<b>Approved Date:</b>	March 28, 2014	<b>Review Schedule:</b>	Every 3 Years
<b>Effective Date:</b>	June 19, 2014	<b>Last Reviewed:</b>	September 2023
<b>Amended Date(s):</b>	December 7, 2018 September 17, 2020	<b>Next Review Date:</b>	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 President and Vice-President to the Nominating Committee and communicate such date to Councillors
3. Accept nominations for election of President and Vice-President on or before the date set by the Nominating Committee for receipt of nominations for the office of President and Vice-President

4. Review the nomination process for the election of President and Vice-President 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 President and Vice-President 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.