

Number and Title

I-21 *Policy on Committee Appointments*

Effective Date

August 26th, 2020

Approval Date

August 26th, 2020

Policy Type

Internal Policy

Review Date

This policy shall be reviewed every 5 years.

Responsible Body

Governance Committee

Authority

AMS Bylaw 5, Section 1(f)

AMS Code of Procedures, Article 11(1)

Purpose and Goals

This policy addresses the need for AMS Council to increase its efficiency when appointing councillors and students-at-large to the various committees of Council.

This policy will also address barriers faced by students-at-large at Council meetings where committee appointments take place, as they will no longer be required to be physically present to be appointed to a committee. Furthermore, creation of this internal policy eliminates excess portions of the *AMS Code of Procedure* and allows for easier access by those unfamiliar with the internal governance systems of the AMS.

Applicability

This policy applies to all AMS Councillors and AMS members-at-large seeking appointment to a committee of AMS Council.

Exclusions

This policy does not apply to the appointment of Executives and other members of Council to committees where they are granted *ex-officio* standing on that committee by virtue of their positions.

Definitions

1. **Executive** means an Executive of Council including
 - a. The President;
 - b. The Vice-President Academic and University Affairs;
 - c. The Vice-President Finance
 - d. The Vice-President Administration;
 - e. The Vice-President External Affairs.
2. **Committee** means a Committee of Council.
3. **Council** means the Council of the Alma Mater Society.
4. **Councillor** means all voting and non-voting members of AMS Council.
5. **Voting Member** means a member of AMS Council entitled to voting rights, as defined in Bylaw 5(2).
6. **Non-voting Member** means a member of Council without voting rights as defined in the Bylaw 5(2) and in the AMS Code of Procedure, Section II, Article 9.
7. **Active Member** means a person who satisfies the conditions as defined in Bylaw 2(1).
8. **Student-at-Large** means a member of the AMS as defined in the AMS Code of Procedure, Section I, Article 1(4).
9. **Committees of Council** means the Standing and Ad Hoc Committees stipulated in Section V, Article 1 of the *AMS Code of Procedure*.
10. **Standing Committees** means those as stipulated by Section V, Article 1(2) of the *AMS Code of Procedure*.
11. **Extraordinary Committees** means those as stipulated by Section V, Article 1(3) of the *AMS Code of Procedure*.
12. **In-Council Election** means the election to appoint nominees to committees of Council, the procedures of which are set out in this policy.
13. The **Clerk of Council** means the permanent staff member of the Society as defined in the AMS Code of Procedure, Section I, Article 1(4).

Policy

Nomination of Councillors to Committees

1. Unless otherwise stipulated in the provisions describing the composition of a Committee, Council shall appoint the members of all Committees.
2. Council shall appoint members of Standing Committees twice per year.
 - a. Summer appointments shall be made for a term beginning at a Council meeting in May and continuing until a Council meeting in September.

- b. Winter Session appointments shall be made for a term beginning at a Council meeting in September and continuing until a Council meeting in May.
 - c. Council shall appoint members of ad hoc Committees for terms established by Council from time to time.
3. The President shall issue a call for nominations to Committees via e-mail to Councillors no later than the fifth day of May and September
 - a. The nomination period shall be open for no fewer than five (5) days after the call for nominations.
 - b. In the event that a vacancy needs to be filled, the President must issue a call for nominations within one (1) week of being notified of the vacancy.
4. Each non-Executive voting member of Council shall seek election to be a voting member on at least one (1) Committee of Council.
5. Councillors seeking appointment to a Committee must submit their name to the President during the nomination period and may additionally submit a brief statement to accompany their name.
6. Councillors seeking appointment to a Committee may concurrently seek appointment to be the Chair of that Committee.
7. Where a Committee member must hold some other office in order to occupy a specific seat on a Committee, their appointment to the Committee shall terminate when they cease to hold that other office, and their seat on that Committee will be vacated.
8. If a vacancy occurs in a Council-appointed position on a Committee, Council shall appoint a replacement member in accordance with the procedures set out in this policy to complete the term of the previously appointed member.

Appointment of Committee Members and Chairs

9. Once the nomination period has concluded, the President shall electronically circulate the names and statements of nominated candidates to the entire Council on the next business day.
10. Council shall have forty-eight (48) hours from the time of the President's notification to submit their votes electronically for their preferred candidates

through a ranked ballot.

11. The candidates appointed shall be the person(s) who ranked highest on the ballot.
 - a. The number of candidates appointed shall be determined in accordance with the Committee's terms of reference as set out in the *AMS Code of Procedure*.
12. If there are equal or fewer candidates nominated to a Committee than the number of seats available as defined by that committee's terms of reference in the *AMS Code of Procedure*, the nominated Councillors shall be appointed as acclaimed, and the remaining vacant seats shall be appointed through a second election.
 - a. The second election shall follow the procedure as set out in this policy, which shall commence within one (1) week of the results of the first election being announced.
13. The President shall inform Council of the successful candidates through e-mail, and their appointments shall be confirmed through a resolution of Council to be voted upon via e-mail or at the next meeting of Council.
 - a. If one-third ($\frac{1}{3}$) of the responses raise objections regarding the appointments, the resolution shall be voted upon at the next meeting of Council.
14. A candidate may withdraw their nomination prior to Council's confirmation of appointments.
15. The complete results of the election shall be verified by the Clerk of Council, who shall provide notice of such verification at the next meeting of Council. The results shall also be available to any Councillor who wishes to access them.
16. In the event of a tie between two or more candidates during the e-mail vote, a second election shall be held between the tied candidates to determine the appointment.
17. In the event there are no nominees who wish to be considered for the chairship of a Committee, the President shall preside, *ex-officio*, over the Committee until an interim chair is appointed.
 - a. The President must call a meeting of the Committee to be held within two weeks of the Committee appointments being approved by Council.

- b. The first order of business at such a meeting shall be the appointment of an interim chair of the Committee. The Committee shall further move to recommend the permanent appointment of the interim chair at the following meeting of Council.

Students-at-Large

18. Pursuant to the terms of reference for each Committee of Council in the *AMS Code of Procedure*, Students-at-Large are entitled to positions on Committees of Council.
19. The President shall ensure that advertisements for positions for Students-at-Large on the Society's Committees appear on the Society's website and social media sites no later than two (2) weeks in advance of the date nominations for Committee appointments open.
20. The advertisements shall include:
 - a. a description of the function or mandate of the Committees for which recruitment is taking place;
 - b. the expected frequency of the Committees' meetings;
 - c. if possible, a brief summary of upcoming business for each Committee;
 - d. a statement that individuals can, with certain exceptions, serve on only one Committee at a time as a Student-at-Large;
 - e. a statement that prospective Committee members may put their names forward by submitting their names beforehand with a brief written statement.
21. The President shall issue a call for nominations for Students-at-Large on the same day as the call for Councillor nominations.
 - a. The nomination period shall be open for no fewer than five (5) days after the call for nominations.
22. Students-at-Large seeking appointment to a Committee must submit their name to the President during the nomination period and may submit an additional brief statement to accompany their name.
23. Appointments of Students-at-Large to Committees shall follow the procedure set out in this policy, in paragraphs nine (9) through sixteen (16) inclusive.
24. If no Student-at-Large can be found to fill a position on a Committee even after the second election described in paragraph 12(a), then notwithstanding the definition

of Student at Large in the Code, an individual already appointed to a Committee as a Student-at-Large may be appointed to an additional Committee as a Student-at-Large.

25. Except for those with a seat on the Finance Committee or in accordance with paragraph 24, no one may serve simultaneously on more than one committee as a Student-at-Large.
26. In no case may a Student-at-Large serve on more than two (2) Committees as a Student-at-Large.

Consultations

Governance Committee

AMS Archivist & Clerk of Council

History

This is the second draft of the first version of this policy.

Related Policies

N/A

Appendix

N/A