

I-21 Committee Appointments

Number and Title

I-21 *Policy on Committee Appointments*

Effective Date

August 25, 2021

Approval Date

August 25, 2021

Policy Type

Internal Policy

Review Date

This policy shall be reviewed every 5 years.

Responsible Body

Governance Committee

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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 the first Council meeting in May and continuing until the first Council meeting in September.
 - b. Winter Session appointments shall be made for a term beginning at the first Council meeting in September and continuing until the first 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 digital call for nominations to Committees to Councillors by the first Council meeting in May and September, such a call to include a description of the available positions of the same sort that is prescribed for students at large in paragraph 20 below.
 - 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 shall 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 and may additionally submit a brief statement to accompany their name.
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.
 - a. Notwithstanding Paragraph 7, Councillors appointed to serve on a Committee until the first Council meeting in May of the following year may continue to serve on that Committee until their term on the Committee has expired.
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 within one (1) week.
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 digitally inform Council of the successful candidates, and their appointments shall be confirmed through a resolution of Council to be voted upon digitally or at the next meeting of Council.
 - a. If any one (1) member of Council (voting or non-voting) raises 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, in which case the name of the next highest ranked unsuccessful candidate shall be submitted to Council instead.
 15. The results of the election shall be made available to any Councillor who wishes to access them.
 16. In the event of a tie between two or more candidates during the digital 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 when appointments open.

20. The advertisements shall clearly indicate the deadline for applying and 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 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 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 third draft of the first version of this policy.

Related Policies N/A

Appendix N/A