

Amended Policy GV2 Committee Appointments

Number and Title: GV2 - Committee Appointments

Effective Date:

July 27, 2022

Approval Date:

July 27, 2022

Policy Type:

Internal Policy

Review Date:

This policy shall be reviewed every 5 years.

Responsible Body:

Governance Committee

Designated Executives and Staff Members:

Clerk of Council and President

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.

Applicability:

This policy applies to all AMS Councillors and AMS Students 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.

It also does not apply to AMS Extraordinary Committees as defined in the AMS Code of Procedure.

Definitions:

1. **Student At Large** means a member of the AMS who is eligible to serve in an appointed position by virtue of not being a member of Council and not currently holding any other position to which they have been appointed by Council, a Council Committee, the Ombudsperson, the Executive Committee, an individual member of the Executive, or the Student Services Manager.

2. **Committees of Council** mean the Standing and Ad Hoc Committees as defined in Section V, Article 1 of the AMS Code of Procedure.
3. **Standing Committees** mean those stipulated by Section V, Article 1(2) of the AMS Code of Procedure.

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 in accordance with the following procedures:
 - a. The call shall include a description of the available positions of the same sort that is prescribed for Students At Large below.
 - b. The nomination period shall be open for at least five (5) days before the first Council meeting in May and the first Council meeting in September.
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 may submit their name to the President during the nomination period.
6. 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 6, 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.

Appointment of Councillors to Committees

7. Once the nomination period has concluded, the President shall bring the names of the nominated Councillors to Council.
8. At Council additional Councillors may put their names forward to serve on a Committee.
9. If there are more nominees than seats on a Committee, each nominee shall have the opportunity to make a statement lasting no more than one (1) minute explaining their qualifications for the Committee.
10. Council shall then vote by first-past-the-post to choose the nominees it thinks should serve on the Committee.
11. If the number of nominees is less than or equal to the number of seats, the nominees put forward shall be considered selected. No statements are then required.

12. Council shall vote on a resolution to approve all the nominees selected in accordance with paragraphs 10 and 11.

Committee Chairs

13. Council shall appoint Committee Chairs in accordance with the procedures in the AMS Code of Procedure.
14. If no one puts forward their name to chair 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

15. 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.
16. 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 saying that in order to apply, prospective Committee members shall submit their names along with a brief written statement of interest.
17. The nomination period shall be the same as for Councillors, that is, lasting at least five (5) days before the first Council meeting in May and the first Council meeting in September.
18. Once the nomination period has concluded, the President shall bring the names of the nominated Students At Large to Council.
19. If there are more nominees than seats on a Committee, the voting members of Council shall be given time to read the statements submitted by the nominees for that Committee and shall then vote by first-past-the-post to choose the nominees they think should serve on that Committee.
20. If the number of nominees is less than or equal to the number of seats, the nominees put forward shall be considered selected.
21. Council shall vote on a resolution to approve all the nominees selected in accordance with paragraphs 19 and 20.
22. If no Student At Large has been found to fill a Student At Large position on a Committee, then the appointment to that position shall be postponed until the next Council meeting and further advertising to fill the position shall be conducted.
23. If no Student At Large can be found to fill a position on a Committee even after the postponement and advertising referred to in the previous paragraph, then notwithstanding the definition of Student At Large, an individual already

appointed to a committee as a Student At Large may be appointed to one (1) additional committee as a Student At Large.

24. Except in accordance with the previous paragraph, no one may serve simultaneously on more than one committee as a Student At Large, and in no case may anyone 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 second version of this policy.

Related Policies: N/A

Appendix: N/A