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|  <b>CAPILANO UNIVERSITY</b> |  | <b>POLICY</b>               |             |
| Policy No.   | Officer Responsible                        |                             |             |
| <b>S2009-01</b>  | <b>Vice President Academic and Provost</b> |                             |             |
| Policy Name  |  |                             |             |
| <b>Senate Nominating Committee Mandate and Structure</b>   |  |                             |             |
| Approved by  | Replaces                                   | Category                    | Next Review |
| <b>Senate</b>  |  | <b>B</b>                    | <b>2024</b> |
| Date Issued  | Date Revised                               | Related Policies, Reference |             |
| <b>January 2009</b>  | <b>February 2019</b>                       | <b>Senate Bylaws</b>        |             |

## 1. REPORTING

1.1 The Senate Nominating Committee is a standing committee of the Senate.

## 2. MANDATE

2.1 To solicit interest for the Vice-Chair of Senate position at least one month prior to their election.

2.2 To submit a minimum of one nomination for the Vice-Chair position to the Senate for an election to be held in accordance with the Senate bylaws.

## 3. COMPOSITION, DUTIES AND TERMS OF OFFICE

3.1. The Senate Nominating Committee will include elected and appointed members, both voting and non-voting, as outlined below:

3.1.1 Elected members (non-voting):

- Chair: The Chair will be a member of the Senate who is elected by the members of the Senate Nominating Committee.

3.1.2 Appointed members (voting):

- Four members are appointed by the Senate from the Senate's members. The committee will include two faculty members and two other members who are not faculty and are from two of the remaining three groups (staff, students, administrators).

3.2. The duties of the Chair of the Nominating Committee are as follows:

3.2.1 To call and chair the meetings of the Nominating Committee.

3.2.2 To present the nomination(s) of the Nominating Committee to the Senate.

3.3 Each member is appointed annually. If vacancies occur, appointments will be made to complete the term.

#### **4. CONDUCT OF MEETINGS**

4.1.1 Schedule:

At the call of the Chair as needed.

4.1.2 Quorum:

Three members.

4.1.3 Tie Votes:

In the event of a tie, the Chair will vote to break the tie.

4.1.4 Visitors to Meetings:

Meetings will be held *in camera* because of issues of confidentiality.