

## University Senate

### Nominations Procedures for Senate Committees

According to Senate Bylaws IV.1(c), for procedural matters not addressed by the bylaws, the meetings of the Senate are to be conducted in accordance with the rules of order contained in the most recent edition of *Procedures for Meetings and Organizations* by Kerr and King.

Paragraph 131 of Kerr and King states that it is important for an organization to adopt nomination procedures which are both appropriate to its needs and acceptable to its members. The following procedures are in accordance with the Senate bylaws, terms of reference of the Nominations Committee and Executive Committee, and various methods listed in Kerr and King.

1. The Executive Committee, regarding nominating members of the Nominations Committee, and the Nominations Committee, regarding nominating members of the other standing committees, will follow the “Selection Method” as described in § 131 (c) of Kerr and King, by receiving suggestions, seeking out candidates, and making recommendations. The Nominations Committee may present this list to the Executive Committee before circulation to the general membership, but is not required to do so.
2. The names put forward by the Executive Committee and the Nominations Committee, as the case may be, are circulated in advance of the meeting at which the elections are to take place and otherwise as required when vacancies occur. It is the responsibility of the Nominations Committee to present a slate of candidates for all committee positions except the Nominations Committee itself. It is the responsibility of the Executive Committee to present a slate of candidates for Nominations Committee. These committees will present their respective slates to Senate with sufficient names to fill the available positions.
3. The chair will provide an opportunity for members to put forward further nominations by calling three times for nominations from the floor, thereafter nominations will close.
4. If additional nominations are received at the meeting, the chair is responsible to confirm that each person concerned is eligible and willing to serve. This is done by the nominated individual standing and declaring at the meeting that they are willing to serve or by the Chair receiving a written statement signed by the nominated individual stating that they are willing to serve; and the secretary of the meeting confirming that the individual is eligible to serve given the membership requirements of such committee and the number of years the individual has already served as a committee member.
5. If the number of nominations is the same as the number of available positions on a committee, and no further nominations are received after the chair has called three times for nominations, the slate will be elected.

6. When there are more candidates than positions available on a committee, an election will be held within four weeks of the meeting. The election will be held only for those committees that have received nominations exceeding the available positions, and only for the specific positions on these committees for which there are more eligible nominees than positions. The ballot will be prepared and distributed by the University Secretary. The ballots will include the names of the slate presented by the Nominations Committee or the Executive Committee, as the case may be, and the nominations from the floor. It will indicate the positions to be filled and the eligibility requirements for the positions. Voters will indicate choices up to the number of positions available. Eligible candidates with the greatest number of votes will be declared elected. In the event that two or more nominees with the most votes receive the same number of votes, the Secretary will select the committee member from among those nominees by lot.