

Nominations and Bylaws Committee

Faculty Council Committee Terms of Reference

Mandate:

The Nominations and Bylaws Committee is established to:

- ensure all Faculty Council committees and the College Review Committee are populated in accordance with Faculty Council bylaws; and
- ensure Faculty Council membership, bylaws and operating procedures are complete, up to date and consistent with University Council bylaws and university policies.

Committee Members:

The Committee consists of:

- six College of Engineering Faculty Council members comprised of one representative from each of the following units:
 - Department of Chemical & Biological Engineering
 - Department of Civil & Geological Engineering
 - Department of Electrical & Computer Engineering
 - Department of Mechanical Engineering
 - School of Professional Development
 - Department of Physics & Engineering Physics; and
- the Faculty Council Secretary (ex-officio and non-voting).

Principles:

Good Governance: The Committee will strive to ensure that the work of Faculty Council is conducted through decision-making processes that balance broad participation, accountability, transparency, responsiveness, effectiveness and efficiency, and are consistent with University Council bylaws and University policies.

Completeness: A committee is best able to fulfill its mandate when it has clear terms of reference and is fully populated with members.

Timeliness: Faculty Council shall strive to make nominations/decisions well in advance of members' terms ending to facilitate a smooth transition in committee operations. Whenever possible, nominations will be completed by January 31st for the next academic year.

Collaboration with Department Heads: Department heads are responsible for assigning duties. The Committee shall consult with department heads before recommending nominees to Faculty Council as part of the Committee's due diligence in vetting nominees.

Responsibilities:

The Committee, under the direction of the Chair, is responsible for fulfilling its mandate by undertaking activities including but not limited to:

- recommending to Faculty Council the nominees for standing committees of Faculty Council (other than the Nominations and Bylaws Committee) and the College Review Committee;
- ensuring nominations are conducted in accordance with Faculty Council bylaws;
- advising the Faculty Council Chair on the appointment of representatives to other University and non-University bodies, upon request;
- reviewing the membership of Faculty Council and recommending necessary modifications to Faculty Council for transmission to University Council; and
- reviewing Faculty Council bylaws, including committee terms of reference, and recommending necessary revisions to Faculty Council.

Procedures:

Selecting Faculty Council Committee and College Review Committee Members:

The Chair of the Nominations and Bylaws Committee shall send to all members of Faculty Council a call for nominations. The Chair will allow a minimum of ten clear business days for receipt of nominations.

In the event that no nominations from one or several academic units or programs are received, the Chair will ask the respective department head to provide a nominee from the unit or program. In the event that one or more nominations from an academic unit or program are received, the Committee will consult with the department head(s) and recommend a nominee to Faculty Council. The Committee may send a second call for nominations if it deems necessary.

The Committee will exercise reasonable care and diligence prior to recommending nominees to Faculty Council, including but not limited to discussing the nominees with department heads.

The Nominations and Bylaws Committee will present the list of nominees to Faculty Council and call for any further nominations from the floor. If there is a single nominee from an academic unit or program, the nominee will be acclaimed. If there is more than one nominee, elections will be held by secret ballot. The nominee with the greatest number of votes will be elected. In the event of a tie, the winner shall be chosen by random draw.

When possible, committee member terms will be staggered to strive for no more than three new members per year.

When a vacancy arises pursuant to faculty council bylaws, the Nominations and Bylaws Committee is authorized to appoint a member in accordance with the committee terms of reference for the balance of the academic year or the period of the vacancy provided it does not extend beyond the academic year.

The above processes do not apply to the appointment of Nominations and Bylaws Committee members.

Selecting Faculty Council Representatives to Participate in College or University Committees:

The Faculty Council Chair may ask the Nominations and Bylaws Committee to name a Faculty Council or faculty representative to committees in the college or university. The Committee may use an open nomination process similar to the process used to appoint Faculty Council committee members or, as the Faculty Council Chair deems necessary, the Nominations and Bylaws Committee may expedite the process and the Faculty Council Chair shall approve the representative(s) on behalf of Faculty Council. The outcome shall be reported at the next Faculty Council meeting.

Selecting Members of the Nominations and Bylaws Committee:

The Faculty Council Secretary shall send to all members of Faculty Council a call for nominations to the Nominations and Bylaws Committee. The Secretary will allow a minimum of ten clear business days for receipt of nominations.

In the event that no nominations from an academic unit or a program are received, the Secretary will ask the department head to provide a nominee from the unit.

In the first Faculty Council meeting after having a full list of nominees, the Faculty Council Chair will present the list of nominees and call for any further nominations from the floor.

If there is a single nominee from an academic unit or program, the nominee will be acclaimed. If there is more than one nominee, elections will be held by secret ballot. The nominee with the

greatest number of votes will be elected. In the event of a tie, the winner shall be chosen by random draw.

When possible, committee member terms will be staggered to allow for no more than three new members per year.

A vacancy will be declared in the case of a Nominations and Bylaws Committee member who resigns, is absent from the campus or otherwise unavailable to attend meetings for a period of six consecutive months or more. If a vacancy arises, the department head is authorized to appoint a member in accordance with the membership requirements of the Committee for the balance of the academic year or the period of the vacancy provided it does not extend beyond the end of the academic year.

Selecting the Nominations and Bylaws Committee Chair:

The Faculty Council Secretary shall ensure a meeting is convened to elect the Chair. The Committee shall, by majority vote, elect the Committee Chair for a three year term. If the Chair is on leave, the Committee shall elect an acting chair by majority vote.

Reporting Requirements:

The Committee shall annually before May 31st provide a report to Faculty Council, through the Faculty Council Secretary, that includes:

- a summary of the Committee's activities and accomplishments for the year; and
- a brief assessment of the Committee's terms of reference including any updates/revisions that should be considered.