

PROCEDURES OF THE SENATE NOMINATIONS COMMITTEE

Table of Contents

1. INTRODUCTION.....	2
1.1 Purpose.....	2
1.2 Authority.....	2
1.3 Financial Responsibility.....	2
1.4 History.....	2
1.5 Revisions.....	2
1.6 Publication.....	2
2. FUNCTIONS OF THE COMMITTEE AND ITS MEMBERS.....	2
2.1 Definitions.....	2
2.2 Functions of the Committee.....	2
2.3 Duties of Chairperson.....	3
2.4 Duties of Faculty Election Sub-Committee.....	3
2.5 Duties of Senate Election Sub-Committee.....	4
2.6 Duties of Ex-Officio Member Secretary of Senate.....	4
2.7 Duties of the Administrative Assistant.....	4
3. ANNUAL SCHEDULE OF ACTIVITIES.....	4
3.1 July-August.....	4
3.2 Late August-Early September.....	4
3.3 September, October, November.....	5
3.4 December.....	5
3.5 January.....	5
3.6 February-March.....	5
3.7 Late March-April.....	5
3.8 May.....	5
3.9 June.....	6
4. ELECTION PROCEDURES.....	6
4.1 Types of Elections.....	6
4.2 Terms of Membership.....	6
4.3 Elections by Faculty Complement.....	6
4.4 Process of Ratification/Elections by Senate.....	11
5. COMMITTEE DOCUMENTS, FORMS AND FILES.....	13
5.1 Documents and files used by the Committee in performing its functions.....	13
5.2 Templates used by the Committee.....	14
5.3 Files generated annually.....	14
5.4 Election materials.....	14
5.5 Working documents/communication maintained electronically.....	14
5.6 Inactive records maintained electronically.....	15

1. INTRODUCTION

1.1 Purpose

This document lists in detail the responsibilities of the Senate Nominations Committee and the procedures by which they are carried out.

1.2 Authority

The Senate Nominations Committee is a standing committee of Senate and is operating under the By-Laws of Senate.

1.3 Financial Responsibility

Printing, administrative assistance, and other expenses are billed to the Senate.

1.4 History

The procedures listed here were developed and adopted by the Senate Nominations Committee over a number of years. In 1994, Professor Glen Flemming produced the first compilation of the procedures then in use by the Committee. It was later revised October 1997, November 1999, June 2010 and June 2014.

1.5 Revisions

This document is revised as needed by simple majority vote of the Senate Nominations Committee and is brought to Senate for information.

1.6 Publication

This document is available for review by Senate members.

2. FUNCTIONS OF THE COMMITTEE AND ITS MEMBERS

2.1 Definitions

- 2.1.1 Faculty Complement: All tenured, probationary, permanent and term members of faculty and librarians and full-time laboratory instructors excluding those holding administrative appointments with ex officio membership on Senate or any of its standing committees.
- 2.1.2 Eligible Faculty Complement: All tenured, probationary, and permanent members of faculty, librarians, and full-time laboratory instructors excluding those holding administrative appointments with ex officio membership on Senate or any of its standing committees. [See Senate By-Law 1.1.]

2.2 Functions of the Committee

- 2.2.1 Functions listed in Senate By-Law 14.7
 - 2.2.1.1 To secure nominations and conduct elections for Senate, the Nominations Committee, and for the Committee on Academic Policy and Planning, as specified in By-Law 10.
 - 2.2.1.2 To prepare and present to Senate, for ratification at the last meeting of the year, a slate of candidates for all Standing Committees [as specified in By-Law 11].

- 2.2.1.3 To prepare and present to Senate, for ratification at any meeting, a slate of candidates for vacant positions that may exist on Standing Committees.
- 2.2.1.4 To prepare and present to Senate a slate of candidates for ratification and/or to secure nominations and conduct elections for Faculty Complement and/or Senate representatives, in accordance with Senate-approved policy, for standing and ad hoc committees including but not limited to Search and Review Committees for Academic Administrators, Search Committees for Canada Research Chairs, and the Nancy's Chair Committee.
- 2.2.1.5 To conduct other elections for Faculty Complement or Senate representatives, as required.
- 2.2.1.6 To make recommendations to Senate regarding matters related to the nominations and elections process.
- 2.2.2 Other functions
 - 2.2.2.1 To maintain a master list of Senate committee membership and to communicate this to the appropriate parties.
 - 2.2.2.2 To compile and present an annual report to Senate.
 - 2.2.2.3 To update the Procedures of the SNC document, as required.

2.3 Duties of Chairperson

- 2.3.1 To call, prepare draft agendas for, and chair meetings of the committee as required.
- 2.3.2 To ensure minutes of meetings are taken and approved (minutes are taken by committee members on a rotating basis).
- 2.3.3 To inform committee members of correspondence related to committees.
- 2.3.4 To allocate and coordinate duties to the sub-committees.
- 2.3.5 To report election results to Senate for Faculty-elected committees.
- 2.3.6 To send to Senate nominations for Senate-elected committees.
- 2.3.7 To allocate and coordinate duties to the administrative assistant.
- 2.3.8 To ensure the committee has current and appropriate faculty lists (eligible members, leaves, etc.).
- 2.3.9 To receive nominations and ballots.
- 2.3.10 To ensure the shared drive files are maintained in an organized manner.
- 2.3.11 To ensure e-mail distribution lists are up-to-date.
- 2.3.12 To ensure e-mail account is organized and messages retained as appropriate.
- 2.3.13 To ensure the master list of Senate committee membership is updated as required and communicated to the Secretary of Senate.
- 2.3.14 To coordinate the annual report preparation and send the final report with signatures to the Secretary of Senate by the deadline date.
- 2.3.15 To send agendas, minutes and supporting documents to the Secretary of Senate by the deadline date.

2.4 Duties of Faculty Election Sub-Committee

- 2.4.1 To prepare the calls for nominations for faculty-elected committees.

- 2.4.2 To prepare the election ballots and envelopes.
- 2.4.3 To prepare notifications of election results.
- 2.4.4 To update the master list of Senate committees as needed.

2.5 Duties of Senate Election Sub-Committee

- 2.5.1 To update annually the description of committees whose membership is ratified by Senate.
- 2.5.2 To draft the annual written notice to all members of Senate inviting them to suggest names for the Senate standing committees, as specified in By-Law 11.2.
- 2.5.3 To draft the annual request for volunteers and to compile the results.
- 2.5.4 Once identified, to prepare the list of nominees for Senate election.
- 2.5.5 To update the master list of Senate committees as needed.

2.6 Duties of Ex-Officio Member Secretary of Senate

- 2.6.1 To ensure smooth communication between the Senate Office and Senate Nominations Committee.
- 2.6.2 To update the chair with names of committee chairs, ex-officio members and student representatives.
- 2.6.3 To maintain up-to-date committee membership on website.

2.7 Duties of the Administrative Assistant

- 2.7.1 Duties as assigned by the Chair, such as updating and maintaining documents and files.

3. ANNUAL SCHEDULE OF ACTIVITIES

3.1 July-August

- 3.1.1 By July 15, send the annual report together with agendas, minutes and supporting documents to the Secretary of Senate.
- 3.1.2 Obtain faculty lists (eligible members and leaves) from Vice President (Academic).
- 3.1.3 Update e-mail distribution lists: (a) all faculty and (b) all faculty who will receive notices by e-mail.
- 3.1.4 Identify anticipated vacancies on bodies and committees.
- 3.1.5 Prepare calls and/or nominations as needed.
- 3.1.6 Update Master Committee file as needed throughout the year. Names of committee chairs, names of administrative, ex-officio members and student representatives to be provided by Secretary of Senate as they are available.

3.2 Late August-Early September

- 3.2.1 Convene first meeting, elect a committee chairperson and communicate result to Secretary of Senate.
- 3.2.2 Identify members to serve on the Faculty Election Subcommittee and the Senate Election Subcommittee.
- 3.2.3 Determine suitable meeting times for the committee.
- 3.2.4 Identify anticipated vacancies on the Senate committees.

3.2.5 Prepare calls and/or nominations as needed.

3.3 September, October, November

3.3.1 Conduct faculty elections as needed.

3.3.2 Identify nominees for Senate-elected committees as needed.

3.3.3 Carry out elections or nominations for other committees (Search, etc.) as requested by Senate or Vice President (Academic) and report results to Senate.

3.4 December

3.4.1 Obtain updated faculty list and the draft list of sabbatical leaves granted for the next academic year from the VP (Academic).

3.4.2 Start preparing for faculty elections in January.

3.5 January

3.5.1 As per Senate By-Law 10, the first call for faculty elections must be sent to members by the third Friday in January. However, it is desirable that this be sent earlier if possible. List of leaves to be received from VP (Academic) by first Friday (By-Law 10.2.1).

3.5.2 Follow up with subsequent calls, elections and reporting as required.

3.6 February-March

3.6.1 Start the Senate election process by updating the master list of Senate-elected committees with vacancies due to end of terms, sabbaticals, retirements, or resignations.

3.6.2 As per Senate By-Law 11.2, on or before the 15th of March, written notice shall be sent to all members of Senate inviting them to suggest names for the Senate standing committees. See also Section 4.4.3 below.

3.6.3 Request a cover memo from the Deans encouraging members to participate in committees.

3.6.4 Send the above with a memo to all members requesting them to indicate their willingness to serve on Senate-elected committees.

3.7 Late March-April

3.7.1 Identify nominees for the Senate-elected committees from the responses gathered from 3.6.4 as well as suggestions from Senators and the SNC members.

3.7.2 Send recommendations to the Secretary of Senate in time to meet the deadlines for the May Senate meeting. Indicate person, position, position requirements (if any), and beginning and ending dates.

3.7.3 Send to Secretary of Senate a summary of the Winter/Spring election results for faculty-elected committees.

3.8 May

3.8.1 Present the slate for ratification by Senate at the May meeting of Senate. Note that nominations may be made from the floor of Senate at this meeting (with written consent of nominees). (See By-Laws Section 11.3).

- 3.8.2 Prepare a new master list of Senate membership, standing committees of Senate, and non-Senate committees. Distribute to Secretary of Senate, Deans, VP (Academic), and President.
- 3.8.3 Review and update, if necessary, the SNC Procedures.

3.9 June

- 3.9.1 Prepare Nominations Committee annual report.
- 3.9.2 Welcome new members to the Nominations Committee and provide them with access to committee documents and files.
- 3.9.3 Prepare a list of unfinished work to be completed in the fall.
- 3.9.4 If the current committee chair's term on the Committee is ending, appoint a Convener to call the first meeting of the following academic year.
- 3.9.5 Update the electronic file system for next year.

4. ELECTION PROCEDURES

4.1 Types of Elections

- 4.1.1 The Senate Nominations Committee conducts two types of elections: Elections by faculty complement (By-Law 10) and Ratifications/Elections by Senate (By-Law 11).

4.2 Terms of Membership

- 4.2.1 The normal term for Senate and all elected committees is three years, beginning July 1, except for the Board of Governors, for which the normal term is two years.
- 4.2.2 All terms, regardless of starting date, end on June 30, unless an individual resigns or begins a sabbatical or other leave.
- 4.2.3 Notwithstanding 4.2.2, the term on URC ends June 30. [See Article 20.7.3.]

4.3 Elections by Faculty Complement

- 4.3.1 Committees and Bodies Elected: The SNC is authorized by Senate By-Laws (Sections 10.1 to 10.4), the Collective Agreement and appropriate Terms of Reference to conduct elections for the following:

- 4.3.1.1 Senate
- 4.3.1.2 Nominations Committee
- 4.3.1.3 Academic Policy and Planning Committee
- 4.3.1.4 University Review Committee
- 4.3.1.5 University Review Committee Librarians
- 4.3.1.6 University Review Committee Laboratory Instructors
- 4.3.1.7 Board of Governors
- 4.3.1.8 Any search, review, ad hoc or special committee requiring elected faculty complement members

- 4.3.2 Preparations

- 4.3.2.1 List of vacancies to be filled
- 4.3.2.2 List of full-time faculty: Make sure current list of full-time faculty is available (obtained from Vice-president Academic's office in September and updated for January, if applicable).

- 4.3.2.3 List of upcoming sabbaticals, leaves of absence, resignations, and retirements: Obtain this list from Vice-president Academic's office. Changes to these lists may automatically be sent to the SNC chair; however, it is wise to follow up with the Vice-president Academic's office to ensure the Committee is working with the most up-to-date data.
 - 4.3.2.4 Before each call for nominations and before each round of elections, check to make sure that any special requirements for the vacancies will be met. Consult current version of Senate By-Laws or Collective Agreement for up-to-date membership requirements for each body or committee.
 - 4.3.2.5 Faculty members are appointed to departments—not programs—so their appointments dictate the constituency they may fill. If a member is cross-appointed or is a member of a department which includes more than one discipline area, the member may serve as a representative from either area. Within Arts/Science, the “Core Group List” in the academic calendar is used to identify departments and discipline areas.
- 4.3.3 Nominations
- 4.3.3.1 First Call for Nominations:
 - 4.3.3.1.1 On or before the third Friday in January, send written notice to all members of the Faculty Complement inviting nominations for listed positions. Members of the Eligible Faculty Complement may serve in any elected position. Members with term contracts are not eligible to serve on Senate and are normally not eligible to serve on Senate committees. Include in the Notice:
 - 4.3.3.1.1.1 Present vacancies
 - 4.3.3.1.1.2 Faculty members continuing in positions
 - 4.3.3.1.1.3 Expiry dates of the terms
 - 4.3.3.1.1.4 Length of the terms to be filled
 - 4.3.3.1.1.5 Any restrictions on eligibility for any office
 - 4.3.3.1.2 Using SenateNC@msvu.ca, send this memo to faculty @msvu.ca e-mail addresses and on blue paper through campus mail to those grandparented to opt for hardcopy.
 - 4.3.3.1.2.1 Allow five working days from the day on which the notices are distributed for the first call results.
 - 4.3.3.2 Count nominations and prepare second or subsequent call.
 - 4.3.3.2.1 The Nominations Committee meets to count the nominations, or by agreement, the Chair can perform this task.
 - 4.3.3.2.2 Contact those eligible for election who have two or more nominations to see if they are willing to stand for election. (Members of the committee divide nominees to be contacted.)

- 4.3.3.3 Second Call for Nominations:
 - 4.3.3.3.1 As soon as possible, send notice to the Faculty Complement stating the names of those who received two or more nominations and whether the nomination has been accepted or declined. This notice also includes a call for further nominations in accordance with Section 10.2.5 and 10.2.6 of the By-Laws.
 - 4.3.3.3.2 There is no particular form for further nominations, although a prototype form is included in the second call. Each nomination made in response to the second or subsequent call must include the signatures of a nominator plus one seconder plus the written consent of the nominee. Nominations may be made electronically using @msvu.ca addresses only. In this process, three messages should be sent to SenateNC@msvu.ca: one message from each nominator and one message from the nominee indicating acceptance. For nominations by e-mail, no form is needed. Members may nominate themselves.
 - 4.3.3.3.3 Technical notes: Follow the procedures for the first call.
 - 4.3.3.3.4 Issuing further Calls: If the number of candidates nominated after the deadline specified in the second call has passed is insufficient to hold an election, a third call shall be sent to all members of the faculty indicating who has been nominated and has accepted. Further nominations shall be invited at that time, following the format of the Second Call. This process may be repeated as often as necessary.
 - 4.3.3.3.5 Declaring Candidates Elected: Candidates shall be acclaimed to their respective positions if their names have been circulated to faculty in a second or subsequent call for nominations and the number of candidates nominated following this call is still insufficient to necessitate an election. No nominee can be acclaimed without her/his name being circulated on another call.

4.3.4 Elections

- 4.3.4.1 Election Notice. Prepare the master copy of the election notice, which includes:
 - 4.3.4.1.1 Instructions for voting
 - 4.3.4.1.1.1 List of positions filled by acclamation or by previous ballots.
 - 4.3.4.1.1.2 List of positions to be filled by the current election ballot, including eligibility requirements, as required.
 - 4.3.4.1.1.3 Ballot sheet.
 - 4.3.4.1.1.4 Deadline date for receipts of ballots. Allow five working days from the date the ballots

are distributed. Check with the Print Shop to determine the turnaround required to prepare the print job and have it distributed.

4.3.4.1.2 Technical notes:

4.3.4.1.2.1 With a Print Shop requisition, send the election notice to the Print Shop with mail delivery instructions to distribute to the Faculty Complement (identified by green dots on mailboxes). The Coordinator of the Print Shop has a list of faculty members so it is not necessary to provide the total number of copies required.

4.3.4.1.2.2 Information can be printed on both sides, but try to keep the ballot itself on one sheet.

4.3.4.1.2.3 Brown ballot envelopes are stored in the Print Shop. (Check periodically that a sufficient supply is on hand.) Ask the Print Shop to date stamp the brown envelopes before distribution. This is necessary if there are multiple elections running at the same time so the Committee is able to determine for which election the ballots are cast prior to opening them and to obtain an appropriate count of voters.

4.3.4.1.2.4 Ask the Print Shop to staple the election notice (printed on blue paper), brown envelope and white envelope (provided by the Print Shop).

4.3.4.1.2.5 Mail Services deliver these stapled sets. Request that undelivered extras be returned to the Nominations Committee chair.

4.3.4.2 Vote Counting Procedures:

4.3.4.2.1 Refer to By-Law 10.4.

4.3.4.2.2 Collect all envelopes. Due to the mail delivery schedule, check the mailbox the day following ballot deadline and consider that point to be the real cutoff for ballots received by mail.

4.3.4.2.3 At least three members of the committee meet to count ballots.

4.3.4.2.4 Check date stamp on brown envelope to insure correct vote is being considered.

4.3.4.2.5 Make sure each brown envelope is signed (or that white envelope is signed) before opening the white envelopes.

4.3.4.2.6 From the current master faculty list, print the columns with faculty names. Check each signed name against the list of faculty.

- 4.3.4.2.7 Put all spoiled ballots aside: unsigned envelopes, indecipherable signatures, ineligible voters, more than one vote per faculty member, etc.
- 4.3.4.2.8 Next, open envelopes, remove ballots and count them to provide the numbers needed for the election formula. Any improperly filled out ballots (e.g. with more votes than vacancies for a position) are set aside.
- 4.3.4.2.9 Record the total number of ballots returned in this round, ballots not counted (spoiled ballots), and the total votes counted in each section.
- 4.3.4.2.10 Keep the brown envelopes for reuse and return to the Print Shop for storage. Ask that Print Shop staff obliterate the signatures and date before reusing.
- 4.3.4.2.11 Prepare report to the Faculty Complement of results (as a part of notice for a subsequent ballot, if required). See Paragraph 4.3.4.5 below.
- 4.3.4.2.12 Destroy ballots securely.
- 4.3.4.2.13 Ties: In case of ties, a run-off election may be needed. (See Section 10.4.6). If the result is still a tie, the Nominations Committee uses a random process to decide.
- 4.3.4.2.14 If a second or subsequent round is not needed, the results can be reported to the University community, as appropriate.
- 4.3.4.3 Notification of Results and call for next ballot, if required. Report to faculty the results of previous round, including:
 - 4.3.4.3.1 Total number of ballots counted
 - 4.3.4.3.2 Ballots not counted (spoiled ballots)
 - 4.3.4.3.3 Total votes counted and number needed for election to Senate and each committee
 - 4.3.4.3.4 Number of votes received by each nominee
 - 4.3.4.3.5 Names of those elected
 - 4.3.4.3.6 Ballot for next round for the remaining positions (if any)
 - 4.3.4.3.7 Date by which the next round of the election closes (if any)
- 4.3.4.4 Update Master List: Adjust the master list to reflect the election results.
- 4.3.4.5 Individual Notifications: The Secretary of Senate prepares an email announcement of final election results, together with the usual information about the term of office and any associated responsibilities. This email is sent by the Chair of the Senate Nominations Committee to the Faculty Complement distribution list; the Secretary of Senate will copy the chairs of the relevant bodies.
- 4.3.4.6 Notification to Senate: Report the results of faculty elections at Senate (a summary of the spring elections for the following year and results of elections which occur throughout the year).

4.3.5 Procedures for Vacancies that arise during the academic year

- 4.3.5.1 Alternate Candidates for Senate and other bodies or Committees: At the end of the regular election process, alternate candidates are identified by the Nominations Committee to fill the next available vacancies on Senate. These are candidates who have received a majority of the votes cast but were not elected. Make sure that the special requirements for the respective body or committee will be maintained. [See By-Law 10.3.3.]
- 4.3.5.2 Terms: The normal term for Senate and all elected committees is three years, beginning July 1. The normal term for Board of Governors is two years, beginning July 1. All terms, regardless of starting date, end on June 30, unless an individual resigns or begins a sabbatical or other leave. Priority for the normal terms will be given first to those elected in earlier rounds, and then to those who have the most votes in the final round.
- 4.3.5.3 Members of committees who take leaves that do not fall under By-Law 9.6.1.1 through 9.6.1.4 may, in some cases, return to the committees following the leave. In cases where the procedure to replace a member on leave can reasonably be expected to take as long as the anticipated leave itself, and the member is willing to return to the committee, the SNC need not seek a replacement. This provision would normally apply to leaves lasting less than two months, unless the committee requests a replacement as a matter of urgency.

4.4 Process of Ratification/Elections by Senate

- 4.4.1 Committees and Bodies Elected: The SNC is authorized to recommend names to the Senate for ratifications/elections to the following (listed in order presented in Senate By-Laws):
 - 4.4.1.1 Senate Executive Committee
 - 4.4.1.2 Academic Appeals Committee
 - 4.4.1.3 Graduate Studies Program and Policy Committee
 - 4.4.1.4 Undergraduate Curriculum Committee
 - 4.4.1.5 Committee on Information Technology and Services
 - 4.4.1.6 Library Committee
 - 4.4.1.7 Committee on Research and Publications
 - 4.4.1.8 Student Experience Committee
 - 4.4.1.9 Committee on Teaching and Learning
 - 4.4.1.10 Writing Initiatives Committee
 - 4.4.1.11 Undergraduate Admissions and Scholarship Committee
 - 4.4.1.12 Graduate Scholarships, Assistantships and Awards Committee
 - 4.4.1.13 University Research Ethics Board
 - 4.4.1.14 Student Judicial Committee
 - 4.4.1.15 Student Discipline Appeals Committee
 - 4.4.1.16 Nancy's Chair Committee
 - 4.4.1.17 Advisory Committee for the Jarislowsky Chair in Learning Disabilities
 - 4.4.1.18 Any other committee whose election procedures specify this method
- 4.4.2 Documents used by Committee for this process

- 4.4.2.1 Master List of Committee members for current academic year
- 4.4.2.2 List of Upcoming Sabbaticals, Leaves of Absence, Resignations and Retirements, obtained from Vice-President Academic's office. Prior to circulating vacancy notices, contact the Vice-President Academic's office for updated information on deferrals.
- 4.4.2.3 Response from committee chairs with minimum memberships (CRP and UREB) regarding the number of positions the committee desires in the next academic year.
- 4.4.2.4 List of vacancies on Senate Standing Committees generated from the above information. Use this adjusted list as the basis for the notice to members of Senate. Note that a member on sabbatical does not retain any elected positions, but if notice of deferral is received before the position is publicly declared vacant, the member will remain on the committee.
- 4.4.2.5 Suggestions from Senators received in response.
- 4.4.2.6 Prepare memo to faculty, asking about their willingness to serve on committees. Include the following
 - 4.4.2.6.1 Cover memo from Deans stressing importance of committee service.
 - 4.4.2.6.2 List of Committees and expected vacancies for coming year.
 - 4.4.2.6.3 Description of the function and activities of each committee, along with an indication of workload.
- 4.4.2.7 Responses from faculty on their willingness to serve on committees
- 4.4.2.8 List of faculty, obtained from Vice-President Academic, including Faculty and department affiliations.
- 4.4.3 Notice to Members of Senate. On or before the 15th of March, send to the Secretary of Senate written notice for distribution to Senators inviting them to suggest names for the Senate standing committees. Notice includes
 - 4.4.3.1 Present members of Senate standing committees
 - 4.4.3.2 Expiry dates of terms of office
 - 4.4.3.3 Length of terms of office
 - 4.4.3.4 Any restrictions on eligibility for any office
- 4.4.4 Arriving at Recommendations:
 - 4.4.4.1 Using all the information available, including any responses from Senators, the committee meets to make up a slate for presentation to Senate.
 - 4.4.4.2 Members of the committee divide the task of checking on who is willing to serve on which committees.
 - 4.4.4.3 A "working list" is maintained for ready access, listing vacancies, potential nominees to be contacted for their consent, the committee member responsible for the contact, and the result of the contact.
- 4.4.5 Slate for Ratification: The complete slate should be sent to the Secretary of Senate in time to prepare the tentative agenda for the May meeting of Senate; the deadline is approximately five weeks in advance of the May meeting. Practice is to request in early April that the slate be included in the May agenda, with the

actual document to be provided to the Secretary of Senate no later than six working days before the May meeting for distribution to Senators. A slate of later nominations may be presented and accepted at Senate's discretion.

- 4.4.6 Procedures for Ratification of the Slate: Following Section 11.3 of Senate By-Laws, the Nominations Committee presents the slate at the May meeting of Senate. Senators may nominate from the floor having previously received written consent of the nominee (See By-Laws Section 11.3). If such nominations are received, voting is conducted by secret ballot distributed by the Secretary of Senate.
- 4.4.7 Chairpersons of SJC and SDAC: In accordance with the Non-Academic Discipline Policy, the Senate Nominations Committee presents to Senate motions for individuals to be named chair of each committee.
- 4.4.8 Revised Master List: After Senate has ratified the names, a new master list showing the results of elections by faculty and ratifications/elections by Senate can be created and sent to the Secretary of Senate to be posted on the University website. Also send to the President, Vice-President Academic and Deans. Unless otherwise requested, members of the Mount community will check for updates on the website; it is not necessary to re-send this master list as it changes.
- 4.4.9 Individual Notifications: The Secretary of Senate prepares an email announcement of final election results, together with the usual information about the term of office and any associated responsibilities. This email is sent by the Chair of the Senate Nominations Committee to the Faculty Complement distribution list; the Secretary of Senate will copy the chairs of the relevant bodies.

5. COMMITTEE DOCUMENTS, FORMS AND FILES

5.1 Documents and files used by the Committee in performing its functions

- 5.1.1 Documents maintained outside the Committee and Office of Primary Responsibility. (The OPR is the department(s), title of a position, or name of an office, or other body mainly responsible for the creation, maintenance, and keeping of a particular record or group of records while those record(s) are in active use.)
 - 5.1.1.1 Senate By-Laws and Rules of Order (Senate)
 - 5.1.1.2 Annual Reports to Senate by Senate Committees (Senate)
 - 5.1.1.3 Guidelines for the Establishment of Search and Evaluation Committees for Administrative Positions (Senate)
 - 5.1.1.4 List of Faculty and Current Faculty Status (Academic Vice President)
 - 5.1.1.5 MSVUFA Collective Agreement (Faculty Association)
 - 5.1.1.6 Terms of Reference for Nancy's Chair (Dean of Arts & Science)
 - 5.1.1.7 Terms of Reference for Joint-Board Senate Committee (Board of Governors)
 - 5.1.1.8 Terms of Reference for Endowed [Gail and Stephen Jarislowky] Chair in Learning Disabilities *{which includes the Terms of Reference for the*

Advisory Committee for Chair in Learning Disabilities} (Dean of Education)

- 5.1.2 Documents generated and used by the Committee
 - 5.1.2.1 Master List of Senate and Senate Committees
 - 5.1.2.2 List of Vacancies on Senate, Senate Committees, and Other Committees
 - 5.1.2.3 List of Faculty
 - 5.1.2.4 List of Retirements and new Appointments (updated periodically from AVP's list)
 - 5.1.2.5 List of Sabbaticals and Leaves (updated periodically from AVP's list)
 - 5.1.2.6 Procedures of the Senate Nominations Committee
 - 5.1.2.7 Minutes of Senate Nominations Committee Meetings

5.2 Templates used by the Committee

- 5.2.1 For Elections by Faculty Complement:
 - 5.2.1.1 First Call for Nominations
 - 5.2.1.2 Second and subsequent Calls for Nomination
 - 5.2.1.3 Ballot
 - 5.2.1.4 Election ballot envelope
 - 5.2.1.5 Report of Election results and Ballot for next round
- 5.2.2 For Elections by Senate:
 - 5.2.2.1 Memo to faculty
 - 5.2.2.2 Committee descriptions
 - 5.2.2.3 Memo to Senate re vacancies on Senate-elected committees
 - 5.2.2.4 Memo for recommendations to Senate
- 5.2.3 Other:
 - 5.2.3.1 Call for Nominations to senators for senators (ad hoc and review committees)

5.3 Files generated annually

- 5.3.1 Correspondence
- 5.3.2 Annual report

5.4 Election materials

- 5.4.1 Envelopes (stored in Print Shop)
- 5.4.2 Date stamp (stored in Print Shop)
- 5.4.3 Staple removers
- 5.4.4 Letter openers

5.5 Working documents/communication maintained electronically

- 5.5.1 In e-mail box:
 - 5.5.1.1 E-mail distribution list of committee members
 - 5.5.1.2 E-mail distribution list of faculty complement members
 - 5.5.1.3 E-mail distribution list of faculty receiving electronic communication
 - 5.5.1.4 Copy of all messages sent to faculty for elections
 - 5.5.1.5 Nominations received by e-mail

- 5.5.1.6 Messages from members offering to serve on committees
- 5.5.2 In shared network folder:
 - 5.5.2.1 Faculty complement list, including current status, committee memberships
 - 5.5.2.2 Compiled information about (a) members' willingness to serve on committees and (b) senator suggestions for committee membership
 - 5.5.2.3 List of committee vacancies and candidates approached to serve
 - 5.5.2.4 Master list of committee membership
 - 5.5.2.5 Agendas and minutes of current year
 - 5.5.2.6 Log of committee activities (for preparing annual report)
 - 5.5.2.7 Recommendations to Senate to fill vacancies
 - 5.5.2.8 Recommendations to Senate on proposed by-law changes and other matters
 - 5.5.2.9 Calls for Nominations issued
 - 5.5.2.10 Election ballots issued

5.6 Inactive records maintained electronically

- 5.6.1 Agendas, minutes and supporting documents
- 5.6.2 Correspondence
- 5.6.3 Master list of committee membership
- 5.6.4 Annual report
- 5.6.5 List of files sent to Secretary of Senate