



## **Guidelines for the Nominating Committee**

### **Background**

The Vice-President - University Governance of the University of Toronto Alumni Association is a member of the College of Electors and its Chairman. That person is chosen by the UTAA at its May meeting when the new slate of officers is proposed and approved. The College of Electors has no role to play in the choice of its Chairman.

However, according to its constitution, the College of Electors shall elect a Vice-Chairman annually from among its members. Although the duties of the Vice-Chairman are not spelled out in the constitution, he or she would assume the chair in the absence of the Chairman. At the interview meeting, the Vice-Chairman could welcome the candidates, escort them into the Council Chamber and usher them out.

The Vice-Chairman is also a member of the Executive Committee. The other members are the Chairman of the College, who is Chairman of the Executive Committee, and three members of the College elected by and from among the College. The duties of the Executive Committee are to advise the Chairman with respect to procedures or undertake duties that may be assigned from time to time by the College. In most years, the Executive meets once or twice. It usually meets after the nominations close and before they are mailed out to the College to review the set questions in light of comments received from the members. It discusses the agenda and ensures that everything is ready for the meeting.

In years when there is an election for Chancellor, there is an especially important role for the Executive Committee to play. The Committee, augmented by the President of the University and the Chairman of Governing Council, generates names of possible candidates and prepares a report on the nominations received for Chancellor including an analysis of the requirements of the position and the qualities of a successful candidate. The Committee may collect additional information about the candidates or meet with them.

As a result of the meeting of November 28th, 1989, the College of Electors decided to consider the creation of a nominating committee to bring forward annually a slate of candidates for the positions of Vice-Chairman and the three members of the Executive Committee to the fall meeting of the College.

### **Guidelines for the Nominating Committee**

1. There shall be a Nominating Committee of three members chosen by election or formed of volunteers at the fall meeting of the College from among the members who are in their final year on the College. In the unlikely event that fewer than three current members of the College are available to serve on the Nominating Committee, as many past Nominating Committee members, who are not current members of the College, as are required to bring the number of committee members to three will be co-opted to serve on the Committee for one year. The co-opted members will be selected by the Nominating Committee in consultation with the Chair of the College.

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**Guidelines for the Nominating Committee** (cont'd)

2. The Nominating Committee shall propose names for the consideration of the College of Electors for the position of Vice-Chairman and three positions on the Executive Committee and shall present its slate at the following year's fall meeting.
3. Members in their first year on the College shall not be eligible for consideration as Vice-Chairman or as members of the Executive Committee.
4. Candidates may volunteer or may be nominated by any member of the College including the Nominating Committee. (Although the members of the Nominating Committee officially cease to be members of the College on July 1st preceding the presentation of their report, they are considered to be members of the College for purposes of this section.) All candidates must supply a short biographical statement. The Nominating Committee may meet informally with the candidates.
5. The Nominating Committee will propose its slate seeking to achieve, to the extent possible, a mixture of members representative of Arts and Science Colleges and professional faculties, St. George and suburban campuses, gender, and experience both on the College and on the Executive Committee.
6. The Vice-Chairman and the members of the Executive Committee shall be elected for one-year terms. They shall be eligible for re-election for a second one-year term.
7. The Nominating Committee shall consult with the Chairman on the choice of Vice-Chairman before the slate is proposed.
8. The report of the Nominating Committee shall be mailed to the members with their agenda for the fall meeting. It shall include, for each position, name, alumni affiliation, experience on the College, and the biographical statement. Names considered but not chosen will not be reported.
9. The slate proposed by the Nominating Committee may be accepted *in toto* or members of the College may put forward other nominations at the fall meeting. Because of the balanced nature of the names proposed for the Executive Committee (see section 5 above), each nomination from the floor should be placed as an alternative to a name in the Nominating Committee's slate.
10. If balloting is required, a separate ballot will be held for each contested position. The winner will be chosen by a simple majority. The members of the Nominating Committee shall not vote.

March 28, 1990 - Approved by the College of Electors

April 19th, 1994 – Revision approved by the College of Electors

September 24, 2008 – Approved by the College of Electors