



## **Appointments by Executive Committee**

### **Rationale**

A mechanism should exist that provides an equal, inclusive, and transparent way for Executive Committee to fulfill their responsibility of appointing individual Executives, SAMU staff, student-at-large, and public members to SAMU Committees.

### **Definitions**

### **Regulations**

#### **Executive Membership on Committees**

- 1** Executive Committee members are appointed to committees by official motion in May.
- 2** Subsequent committee appointments may occur at Executive Committee meetings throughout the year as required.

#### **Staff Membership on Committees**

- 4** Staff members are appointed to committees in June for a one-year term of July 1 – June 30.
  - 4.1** Committee appointments are facilitated through a secret ballot vote of all full-time staff members.
    - 4.1.1** uncontested appointments are exempt from a vote.
  - 4.3** Secret ballot votes are facilitated by the Governance Office.
  - 4.4** Staff members are appointed, based on the results of secret ballot voting, to committees by official motion.
  - 4.5** All staff members are eligible for consideration unless specifically identified within a committee's Terms of Reference.
  - 4.6** Subsequent appointments may occur throughout the year as required for a term ending June 30 of the current fiscal year.

#### **Student-at-Large Membership on Committees**

- 5** Student-at-large members are appointed to committees by official motion.
- 6** Subsequent committee appointments may occur at Executive Committee meetings throughout the year as required.



**Community-at-Large and Resource Membership on Committees**

**7** Unless otherwise stated in a Committee Terms of Reference, Community-at-Large and Resource members are appointed to committees by official motion.

**8** Subsequent committee appointments may occur at Executive Committee meetings throughout the year as required.



## Fact Sheet

### Approvals:

First Approval – June 10, 2020

Last Approval – February 21, 2024

**Date of Last Review:** February 21, 2024

### Source and Updates:

June 10, 2020: *Appointments by Executive Committee* approved by Executive Committee motion E2020-06-20-2 on the recommendation of the Procedure Sub-Committee. Procedure created to formally identify expectations for Executive Committee in fulfilling its duties, as listed in the *Committees* policy, of appointing students, SAMU staff, and public members to committees.

February 21, 2024: *Appointments by Executive Committee Procedure* approved by Executive Committee motion 2024-02-21-1 on the recommendation of the Procedure Sub-Committee. Minor updates to wording based on Policy updates. No substantial changes made.

### Related Documents and Forms: