

THE NOMINATING & PROCEDURES COMMITTEE

Membership

Five elected members of Faculty, no more than two of whom shall be from the same department, and at least one member from each of the Schools of Rehabilitation Therapy and Nursing, each to serve for three consecutive years renewable once; one or two members shall retire each year and shall not be eligible for re-election for a period of one year. The Dean shall be an ex officio member.

Officers

The Chairperson shall be the Secretary of Faculty Board. The Office of the Secretary of Faculty Board shall provide secretarial support.

Terms of Reference

1. To prepare, in time to be circulated with the agenda beginning with the February meeting of Faculty Board, a report containing nominations for:
 - (i) Senators to be elected by Faculty*
 - (ii) Impending vacant positions on the Standing Committees of Faculty Board**
 - (iii) Impending vacant positions on the Standing Delegations of Faculty Board**

Members of Faculty who are nominated shall have been contacted by the Secretary and shall have given consent that their names be put forward in nomination.

2. To present nominations for casual vacancies on the Standing Committees and Delegations of Faculty Board.
3. To present nominations, at the request of the Dean, to Special Committees and Delegations of Faculty Board.
4. To foster, when securing nominations, an appropriate balance between diverse areas of responsibility, concern and interest within the Faculty. In the preparation of the slate of nominees as a whole, the Committee should bear in mind such varied factors as institutional affiliation, distinction between disciplines, the different ranks, categories and ages of Faculty members, and similar factors reflecting the breadth of identifiable interests within the Faculty.

* Election of Faculty Senators must be acted upon at the February meeting of Faculty Board.

** The Secretary of Faculty Board should contact the Aesculapian Society, the

Nursing Science Society, the Queen's Postgraduate Medical Students' Society and the Rehabilitation Therapy Students' Society to obtain the names of those students who are elected to the positions which are to be filled by undergraduate and postgraduate students.

5. To provide ongoing review of Policies & Procedures of Faculty Board and its committee, and to review notices of motion regarding new policies and procedures or changes to existing ones.

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* The election of Faculty Senators must be held by the beginning of May through a secure electronic vote

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Motion:

The election of Faculty Senators must be held by the beginning of May through a secure electronic vote.