

Nominating and Elections Committee

Terms of Reference

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Table of Contents

- Purpose/Mandate*2**
 - Activities2
- Committee structure*.....3**
 - Membership.....3
 - Terms of membership3
 - Selection of the Chair.....3
 - Committee member recruitment and selection.....4
 - Onboarding of committee members.....4
 - Removing committee members.....4
 - Removing the chair4
 - Mid-term vacancies5
- Meetings*.....5**
 - Communication and facilitation5
 - Frequency5
 - Quorum.....5
- Accountabilities*.....5**
 - Officers.....5
 - Committee members6
 - Reporting7
 - Documentation and knowledge management.....7
 - Conflict of interest7
 - Confidentiality.....7
- Appendix A: Committee appointment procedures according to each committee’s terms of reference*7**
 - Committees with representatives appointed in some manner by the FAUW President7
 - Committees appointed by FAUW more generally9

Purpose/Mandate

The Nominating and Elections Committee oversees FAUW elections and works to find qualified candidates to represent FAUW members on the Board and on University committees.

Activities

The committee shall:

- Oversee FAUW elections and recommend election procedures to the Board of Directors.
- Assist in recruiting members to participate as candidates for the Board of Directors elections and this committee.
- Solicit expressions of interest from members in the role of General Meeting chair and recommend a chair to the membership at a General Meeting.
- Solicit expressions of interest from members for vacancies on University and FAUW committees, or other roles within FAUW, as listed below, and as otherwise directed by the FAUW Board of Directors.
- Forward a list of all candidates, and provisional ranking of best qualified candidates, to the FAUW President for the following committees:
 - Advisory Committee on Traffic Violations and Parking
 - Copyright Advisory Committee
 - Faculty Grievance Committee
 - Hagey Lectures Committee
 - Pension & Benefits Committee
 - Research Data Management Strategy Working Group
 - University Appointments Review Committee
 - University Tenure and Promotion Advisory Committee
 - Policy Drafting Committees

The President retains the authority to make appointments as they see fit.

- Forward a list of all candidates, and provisional ranking of best qualified candidates, to the FAUW Board for the following committees:
 - Academic Integrity Advisory Committee
 - Accessibility Committee
 - Award of Excellence in Graduate Supervision Committee
 - Employee and Family Assistance Program Committee
 - Gender and Sexual Diversity Working Group
 - Healthy Workplace Steering Committee
 - Joint Health & Safety Committees
 - Online Teaching Awards/Online Course Design Awards Evaluation Committee
 - Provost's Advisory Committee on Equity
 - Salary Anomaly Working Group
 - Wellness Collaborative Advisory Committee

- Other committees or positions as directed by the FAUW Board of Directors.

The Board retains the authority to make committee appointments as is authorized by the FAUW Constitution.

Some committee memberships are governed by University policy or FAUW policy and therefore operate outside the Nominating Committee's Terms of Reference. As well, the President or Board may choose to appoint members to ad hoc committees directly, or to delegate such appointments to this committee.

Committee structure

The Nominations and Elections Committee ("Committee") is a standing committee of the Faculty Association of University of Waterloo (FAUW). The Nominations and Elections Committee reports to the FAUW Board through its chair.

Membership

The committee membership should consist of the following voting members:

- At least one member of the FAUW Board
- At least one member who is not on the Board
- At least two additional members
- A chair elected from and by the committee membership

The committee membership also includes the following non-voting members:

- The Communications and Membership Services Officer, who will serve as secretary and a resource to the chair and committee.
- A past president of FAUW, appointed by the Board, during recruitment for presidential elections

Terms of membership

- Members shall normally serve for terms of two years, renewable for consecutive service once.
- Committee members should declare their interest in renewing their term in April of their last term year.
- The Board will make an effort to stagger appointments so that not all committee members' terms end in the same year.

The Committee may create sub-committees that have specific directives. All sub-committees will report and be responsible to the chair of the Nominations and Elections Committee.

Selection of the Chair

- The Committee will recommend a chair to the FAUW Board who will be selected by and from the Nominations and Elections Committee members, usually in April, and typically will serve a two-year term as chair.

- The committee may recommend that the FAUW Board reappoint the chair for one subsequent two-year term.
- The transition to chair and past chair will typically occur July 1.

Committee member recruitment and selection

- A call for new members will normally be posted by FAUW staff following the Spring General Meeting, with a submission deadline of May 31, or at least seven calendar days prior to selecting new members.
- The committee will advertise vacancies widely and will strive to obtain candidates who are representative of the diversity of members on campus.
- The process to advertise vacancies and facilitate votes, if necessary, will be conducted by the FAUW Nominations and Elections Committee.

Onboarding of committee members

Each September, all committee members are required to review the following documents:

- The Committee's Terms of Reference
- FAUW's [Memorandum of Agreement](#) and [Constitution](#)
- [FAUW 101](#)
- [Policy 33 – Ethical behaviour](#)

All committee members are responsible for becoming familiar with these materials and their accountabilities to the Board.

The chair may also require additional training in financial policies and knowledge management practices, provided by FAUW staff.

Appendix A provides a list of committee appointment procedures and terms of reference to assist committee members in recruiting volunteers.

Removing committee members

Any committee member in violation of the committee's accountabilities may be removed by a 2/3 vote of the full committee membership. This vote can be held anonymously and asynchronously with support from the Nominating and Elections Committee or staff, if requested. The Board may vote to remove a committee member at any time, with cause. Removal of any members must be immediately reported to fauw@uwaterloo.ca.

Removing the chair

If there is a lack of confidence in the chair, committee members are free to communicate directly with the Board to share their concerns. A 2/3 vote of the full committee membership may recommend the removal of the chair to the Board, who will make the final decision. This process only removes the chair from their leadership position, not the committee. This vote can be held anonymously and asynchronously with support from the Nominating and Elections Committee or staff, if requested. The Board may vote to remove a chair at any time, with cause. Any concerns with committee leadership should be directed to fauw@uwaterloo.ca.

Mid-term vacancies

If a member leaves the committee prior to the end of their term, the committee will determine whether to appoint a mid-term replacement or leave the vacancy until the next call for members.

Meetings

Communication and facilitation

The Committee will use a dedicated communication platform and email account for communication between meetings. Meetings may be either in-person, virtual, or hybrid as meets the needs of committee members.

Provisional rankings will be made based on a majority decision of the committee, whether in a meeting, by electronic vote, or in writing. Provisional rankings are to be accompanied by rationales.

Frequency

The committee can expect to conduct business related to ranking candidates for positions, whether at a meeting or through electronic communications, at least twice a month, from September through June.

Quorum

Quorum for conducting committee business shall be 50%+1 of committee membership, with the exception of removing members, which requires a 2/3 vote of the committee's entire membership.

Accountabilities

All FAUW volunteers are representatives of the Faculty Association and should conduct themselves as such in the course of any FAUW business. Any members found in violation of the Memorandum of Agreement, FAUW Constitution or other governing documents, policies and procedures, may be subject to removal from the committee through the processes outlined above.

Officers

Chair: The committee chair will be responsible for creating meeting agendas, scheduling committee meetings, facilitating meeting discussions, and representing the Committee to the FAUW Board of Directors, the University, and in the broader community. If not an elected director, the chair will serve as an ex-officio, non-voting member of the FAUW Board.

The chair will be charged with the general management and supervision of the affairs of the Committee and its sub-committees. In addition, the Chair is expected to submit monthly reports in writing to the FAUW Board on the activities of the Committee, and bi-annual reports for FAUW Spring and Fall General Meetings.

These reports should include the following:

- Present applications and provisional rankings to the FAUW President or Board of Directors

- Report all appointments to the FAUW Board of Directors
- Ensure that applicants are notified of appointments
- Notify candidates of election results

In addition, the Chair is responsible for the following tasks, or delegating them to another committee member:

- Prepare and circulate agendas for committee meetings
- Acknowledge receipt of nomination/application forms and inform candidates about the process and timelines
- Distribute applications to committee members
- Ensure meeting minutes are taken
- Inform committee members about their duties

Past chair: The past chair supports the onboarding of the chair and serves to provide institutional knowledge as needed.

Secretary: The committee secretary will be the FAUW Communications and Membership Services Officer. They will assist the Committee in ensuring that meeting documents (e.g., minutes, reports) are stored in a central location that can be accessed by all committee members and FAUW staff. The secretary will also support the Chair and FAUW staff in scheduling and booking meetings.

The Secretary will also:

- Send calls for nominations/applications to all FAUW members for FAUW elections and representative openings.
- Ensure that successful nominations/applications are retained for the duration of their term
- Periodically review committee appointments for currency and vacancies
- Periodically review the committees listed in these terms of reference and make recommendations for updates

Committee members

Committee members are responsible for actively participating in committee meetings and projects, as appropriate, including reviewing all meeting package materials, and arriving prepared for meetings. Members are required to review all onboarding materials at the beginning of each academic year. Members should be equity minded and willing to work collegially to represent the interests of all FAUW members. They should contribute frequently to committee discussions.

Specific duties of committee members include:

- Actively recruit candidates for the Board of Directors
- Actively recruit candidates for committees
- Solicit suggestions for candidates from the Board of Directors and Council of Representatives

- Review applications for FAUW representative openings and provide a provisional ranking of top candidates with a written rationale, recusing themselves from discussion about any committees for which they are nominated
- Review election procedures annually and recommend any changes to the FAUW Board
- Oversee and assist the FAUW Communications and Membership Services Officer with carrying out FAUW Board elections
- Provide reports for FAUW general meetings

Reporting

The committee must report their full membership to the FAUW Board and promptly advise the Board of any departures.

The committee shall provide written reports one week ahead of each FAUW Board meeting, and one month ahead of each General Meeting of members. All reports are advisory in nature and do not bind the FAUW Board.

Documentation and knowledge management

Committee meeting agendas, minutes, reports and other documents should be stored in the Nominations and Elections Committee Teams channel.

Conflict of interest

Conflicts of interest should be disclosed to the Committee Chair.

If a President or Director plans to run for re-election, they should not serve on the Nominations and Elections Committee during the semester in which the election will take place.

Confidentiality

Committee members should ensure that applications remain confidential.

Appendix A: Committee appointment procedures according to each committee's terms of reference

Committees with representatives appointed in some manner by the FAUW President

- Advisory Committee on Traffic Violations and Parking
 - "The members are appointed for three-year terms by the vice-president, academic & provost." The FAUW president is typically asked for a name.
- Copyright Advisory Committee
 - "Faculty Association of the University of Waterloo President *or designate*."
- Faculty Grievance Committee
 - "The Faculty Grievance Committee (FGC) is composed of a Chair and six Members with tenured or continuing appointments, appointed jointly by the Association and University Presidents. Normally, the Chair shall be

appointed for a two-year term and the other six members for overlapping three-year terms. All may be reappointed for additional terms, to a maximum of six consecutive years." (MoA section 9.7.1)

- Hagey Lectures Committee
 - "Appointed by the President of FAUW *in consultation with* the Vice-President, Academic and Provost." Terms are 2–4 years.
- Pension & Benefits Committee
 - "Three members of the regular faculty appointed on the recommendation of the President of the UW Faculty Association. The normal term of office shall be three years, renewable once."
- Research Data Management Strategy Working Group
- University Appointments Review Committee
- "This Committee, appointed by the VPA&P in consultation with Deans' Council and the President of the Faculty Association, shall advise on regular faculty appointments of duration two years or more. UARC shall consist of one or more members from each Faculty, and shall include at least two women and two men. The term of office is three years, staggered to provide continuity." ([Policy 76](#), section 5c)

University Tenure and Promotion Advisory Committee

- "The UTPAC shall consist of the Chair plus six additional tenured faculty members jointly appointed by the Vice-President, Academic & Provost and the FAUW President for three-year terms; at least five shall be full professors. The Committee shall include both men and women. The UTPAC Chair shall appoint a member of UTPAC to each FTFC, with no member serving on the FTFC in her/his own Faculty. Otherwise, members of UTPAC may not serve on any DTFC or FTFC." ([Policy 77](#), section 5)
- Policy Drafting Committees
 - "A Faculty Policy Drafting Committee shall be composed of a minimum of three (maximum of six) members, one (or two) appointed by the President of the University, one (or two) members appointed by the President of the Faculty Association of the University of Waterloo (FAUW) and one (or two) faculty members appointed by Senate. The Chair of the committee will be determined by the two Presidents." ([Policy 1](#), section 4)

Committees appointed by FAUW more generally

- Academic Integrity Advisory Committee
 - "Representation from FAUW"; no set term
- Accessibility Committee
 - "At least one representative from each of the Faculty and Staff Associations"; no set term
- Award of Excellence in Graduate Supervision Committee
 - "One faculty member nominated by the Faculty Association"
- Employee and Family Assistance Program Committee
 - "A representative from each of the Faculty and Staff Associations"
- Gender and Sexual Diversity Working Group
 - [new Terms of Reference are being drafted]
- Healthy Workplace Steering Committee
 - One Faculty Association rep; no set term length
- Joint Health & Safety Committees
- "Nominated by the Faculty Association University of Waterloo for a three-year appointment."
- Online Teaching Awards Evaluation Committee
 - Regularly requested by the Centre for Extended Learning
- Provost's Advisory Committee on Equity
 - "A representative from [the] Faculty Association"



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- “Any group appointing representatives will be encouraged to assign members of equity-seeking groups such as women, Aboriginal peoples, people of colour, gay, lesbian or transgendered persons. Committee membership is normally term limited to a one-year period and can be renewed twice.”
- Salary Anomaly Working Groups
 - Precedent is that the Board appoint the FAUW co-chair of the working group and the co-chair selects the remaining two members.
- Wellness Collaborative Advisory Committee
 - “The following stakeholders will have representation as appointed by their respective stakeholder group ... Faculty Association of University of Waterloo.”
 - “The term of membership will be a minimum of one year, with possibility of renewal, up to a maximum of three years.”