



**University Students' Council of the University of Western Ontario**  
**COMMISSIONER & COORDINATOR SELECTION**  
**DIRECTIVE**

**EFFECTIVE:** March 6, 2012

**SUPERSEDES:** None

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**AUTHORITY:** Committee of Council  
Operations and Agenda

**RATIFIED BY:** Council  
October 26, 2011,  
Amended by motion:  
February 29, 2012

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**RELATED DOCUMENTS:**

- Posted Motion #2, March 30, 2011
- COCOA Item #3, October 26, 2011
- Posted Motion #9, February 29, 2012

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**PREAMBLE:**

The volunteer involvement of Commissioners and Coordinators is fundamental to the proper and effective functioning of the University Students' Council. Applicants to these positions must be accountable to the Executives they report to, and it is therefore appropriate that the Executives be responsible for their selection.

**1.00 SCOPE**

1.01 This directive affects the selection of USC Commissioners and Coordinators.

- (1) For the purposes of this Directive, "Commissioners and Coordinators" includes all USC positions that are defined as a "Commissioner" or "Coordinator" in the Policies and Procedures, with the exception of the Orientation Coordinator and Clubs Coordinator.

**2.00 DIRECTIVE**

2.01 The President, in consultation with other Executive Officers, is directed and authorized to develop and maintain a process for commissioner and coordinator selection that meets the following criteria:

- (1) Each position must be open to all undergraduate students at the University;
- (2) Each interested applicant for a given position must have an equal opportunity to submit an application, and receive an interview;
- (3) Decisions must be made fairly, based on the merits of each applicant and the demands of each position; and
- (4) Interviewing panels must contain no fewer than two Executive Officers. For the purposes of this section, the Governance Officer is an Executive Officer.

2.02 The Governance Officer, in consultation with the Human Resources department, is directed and authorized to establish and oversee a complaints process, which accomplishes the following objectives:



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- (1) Participants in the selection process must have the opportunity to submit complaints if they suspect impropriety in the selection process.
- (2) An independent committee, containing Government Services Department staff, must be established to review complaints.
  - i. Executive Officers shall not be permitted to participate in the committee.
- (3) Executive Officers must be held accountable to selection procedures.
- (4) Impropriety in the selection process must be addressed.

**3.00 RATIFICATION**

- 3.01 All Policies, Procedures, Terms of Reference, Guidelines, and other documents drafted under this Directive, and any amendments thereto, must be ratified by the Executive Council at an Executive Council meeting before taking effect.
- 3.02 If the Governance Officer believes that recommended changes to the complaints process have been unreasonably rejected, she shall report this to the Committee of Council Operations and Agenda.
- 3.03 Any documents drafted under this Directive that contradict this Directive or fall outside the scope of this Directive are invalid.
  - (1) Council may require the Executive Council to modify documents made under this Directive through a resolution of Council, or through amendments to this Directive.