

**University Students' Council of the University of Western Ontario  
USC STUDENT SERVICES**

**COORDINATOR & EXECUTIVE SELECTION PROCEDURE**

Effective: December 1, 2009

Supercedes: None

**1.00 GENERAL**

A Service Coordinator and the Service executives must be selected in accordance with the following procedures.

Documents relevant to this Procedure are:

- USC Student Services: Statement of Standards of Service;
- USC Student Services: Governance Policy; and,
- USC Student Services: Service Creation & Removal Procedure.

These documents may further define terms in this Procedure.

**2.00 COORDINATOR SELECTION:**

2.01 Coordinators are selected in accordance with standard USC Nominating Committee Procedure, with the supplemental requirement that two (2) outgoing executives of the Service also sit on the committee as non-voting members.

2.02 To be eligible to sit on the Nominating Committee, an executive cannot have any conflicts of interest that would significantly impact their input or judgement. The Executive Officer overseeing the Service and the outgoing Service Coordinator are responsible for identifying conflicts of interest.

2.03 All eligible executive members must be notified of the opportunity to sit on the Nominating Committee.

2.04 The first two (2) eligible executives to confirm their interest and availability shall be selected to sit on the Nominating Committee.

**3.00 EXECUTIVE SELECTION**

3.01 The Service executive selection process is conducted under the following guiding principles:

- (1) All Students must have a fair opportunity to participate in the executive of a Service.
- (2) In order to maintain the efficiency of an executive, there may only be a limited number of available positions.

- (3) Where there are multiple candidates for one executive position, the candidate chosen should be the individual who can best fulfil the responsibilities of that position. Therefore, the specific executive selection process utilized should be the one that is best able to identify and select the strongest applicant.
- (4) Different executive positions may be best suited to different selection procedures.

### 3.02 Executive Selection Procedure: Interview Selection

- (1) Executives are selected via an interview process taking place prior to April 15<sup>th</sup>. For Services that maintain a membership, interviews must take place after the last General Meeting in second semester.
- (2) The selection committee for interviews must consist of:
  - i. the incoming Service Coordinator;
  - ii. the outgoing Service Coordinator;
  - iii. an outgoing executive member; and,
  - iv. the incoming Executive Officer who oversees the Service.
- (3) The selection of the outgoing executive member is subject to the following criteria:
  - i. outgoing executives with a conflict of interest in the outcome of the selection process are not eligible to sit on the committee. The existence of a conflict of interest will be determined by the Executive Officer overseeing the Service, in consultation with the Service Coordinator;
  - ii. where scheduling permits, the outgoing executive sitting on the selection committee for each position must be the outgoing executive of the same position; and,
  - iii. where scheduling does not permit an outgoing executive to participate in the selection of her successor, all eligible executives must be notified of the opportunity to sit on the selection committee, and the first executive to confirm her interest and availability will be selected.
- (4) Where a Service has a membership, individuals interested in applying for an executive position are expected to be present at a General Meeting to gather feedback and/or support of the membership.
- (5) Where executive positions remain unfilled after interviewing has concluded:

- i. the incoming Coordinator may appoint someone to fill that position on an interim basis. This appointment must be confirmed by the executive, through a simple majority vote, and will remain in effect until interviews for the position occur again;
  - ii. a second series of interviews for unfilled positions must be held at the start of the academic year. For Services with a membership, interviews must take place after the first General Meeting; and,
  - iii. where scheduling permits, the following people must sit on the interviewing committee:
    - a. the Service Coordinator;
    - b. a current Service executive; and,
    - c. the Executive Officer that oversees the service.
- (6) Where an executive position is unfilled after the second series of interviews has concluded the Coordinator may appoint someone to fill that position on a permanent basis until the end of the academic term. This appointment must be confirmed by the executive, through a simple majority vote.

### 3.03 Executive Selection Procedure: General Meeting (GM) Election

- (1) Executives are chosen by a vote of simple majority at the first GM following the selection of the incoming Coordinator, to be held no later than April 15<sup>th</sup>.
  - i. At the GM, each applicant for a position must be given an equal opportunity to present herself to the membership, and answer questions.
- (2) Where executive positions remain unfilled after the GM in second semester:
  - i. the new executive may elect someone to fill that position on an interim basis, until the next GM, through a vote of simple majority at an executive meeting, and,
  - ii. another election for that position must take place at the following GM in first semester.
- (3) Where an executive position is unfilled after the first GM of first semester the executive may elect someone to fill that position on a permanent basis until the end of the academic term. This appointment must be confirmed by the executive, through a simple majority vote.

### 3.04 Executive Selection Procedure: *ex-officio*

(1) A member of a USC Committee may be designated as an *ex-officio* member of a Service's executive.

- i. The role of such executives must be described in the Service's Operating Document, and referenced in the Committee's terms of reference.

(2) A USC Commissioner or Coordinator may be designated as an *ex-officio* member of a Service's executive.

- i. The role of such executives must be described in the Service's Operating Document, and referenced in the Commissioner or Coordinator's terms of reference.