

**ELECTRICAL, COMPUTER, AND SOFTWARE ENGINEERING STUDENT SOCIETY OF
MCGILL UNIVERSITY**

**TERMS OF REFERENCE
Of the
EXCESS COUNCIL SELECTION COMMITTEE**

Amended March 16, 2005 by the ExCESS Council

1 Mandate

1.1 The Selection Committee (hereafter referred to as the SC) of the Electrical, Computer, and Software Engineering Student Society (hereafter referred to as the ExCESS) shall select regular members of the ExCESS to fill the following positions:

- 1.1.1 The Vice-President External of the ExCESS
- 1.1.2 The Vice-President Internal of the ExCESS
- 1.1.3 The Vice-President Academic of the ExCESS
- 1.1.4 The Vice-President Finance of the ExCESS
- 1.1.5 The Vice-President Administration of the ExCESS

1.2 The current council shall convene a new Selection Committee, based on the same regulations hereafter, to fill the vacancies that occur during the year.

2 Membership

2.1 Each member of the SC shall have one (1) vote.

2.2 The SC shall consist of:

- 2.2.1 The current President of the ExCESS, who shall act as Chairman
- 2.2.2 Two (2) current Vice Presidents of the ExCESS
- 2.2.3 Two (2) current Class Representatives of the ExCESS
- 2.2.4 The Chief Returning Officer (CRO)

2.3 SC members may be selected by the current President or voted on by the current council.

2.4 The CRO is selected by the current President.

2.5 Quorum can only be achieved when all six (6) SC members are present.

2.6 Once the SC members have been selected, they are bound by their duties and should not take up the role if not willing to put in the time for the SC meetings.

2.7 If a SC member resigns, then the SC will reconvene and interview notes for the candidates will be sealed by the Chairman. Interviews will be re-conducted upon the selection of a replacement SC member.

3 Advertising

3.1 The CRO must advertise the position openings via

3.1.1 Posters (no larger than 17"x11")

3.1.2 Mass Email

3.2 Posters (a maximum of two) may only be placed in the Lorne M. Trottier building, on the two bulletin boards.

3.3 Mass emails (a maximum of two) may be sent out to the ExCESS student body.

4 Candidate Screening

4.1 All Executive candidates must complete and submit an ExCESS Executive Application Form during the application period to the CRO.

4.2 All Representative Candidates must submit an ExCESS Nomination form to the CRO.

4.3 Candidates of the following positions must also submit a Nomination Form to the CRO.

4.3.1 Vice President Internal of the ExCESS

4.3.2 Vice President External of the ExCESS

4.3.3 Vice President Academic of the ExCESS

4.4 Presidential Candidates must have held a position on ExCESS and/or EUS and/or SSMU council prior to applying for a presidential position.

4.5 Once the deadline has passed, the CRO will submit the Application and Nomination forms to the Chairman, who will review the applications.

4.6 The Chairman may reject an application prior to the interview and/or election if it is deemed by the Chairman that the applicant did not put sufficient effort in completing the form.

4.7 The Chairman may reject an application prior to the interview and/or election if it is deemed by the Chairman that the applicant did not research the position sufficiently before submitting the application.

4.8 The Chairman may call an Application Review Meeting if it is deemed necessary to review any applications for possible rejection prior to interview.

5 Application/Nomination Period

- 5.1 The application/nomination period may not be longer than 10 days.
- 5.2 The CRO will set the date and time for the nomination/application closure.
- 5.3 The CRO will be present at the closure of the nomination/application period to collect any last minute applications.
- 5.4 The CRO may grant a maximum of one (1) day of grace, if he/she deems it appropriate.
- 5.5 If there are no applications for a specific position, then the nomination/application period for that position will be extended by 7 days.

6 Interview Protocol – Executive Positions

- 6.1 Candidates will be contacted 1-2 days prior to the interviews with their appointments.
- 6.2 All members of the SC shall be present for the interviews.
- 6.3 Interviews will be conducted in a closed room.
- 6.4 Interviews shall be considered as closed, and no record of the proceedings shall be published or made available.
- 6.5 Candidates will be given the opportunity to ask questions before the interview. The SC can exercise the power not to answer any questions.
- 6.6 The interview questions will be written by the Chairman and seconded by the CRO.
- 6.7 Candidates may ask questions after the interview.

7 Deliberations

- 7.1 All interview notes shall be handed over to the Chairman for destruction once a decision is made with regards to a specific position.
- 7.2 Candidate Deliberations will be conducted after each interview (candidate specific).
- 7.3 Position Deliberations will be conducted after all interviews for a position have been conducted.
- 7.4 The deliberation meetings may only be attended by SC members.

8 Elections – President and Representative Positions

8.1 Elections are to held in accordance to these by-laws.

8.2 The Election Period will begin one (1) week following the closure of the Nomination Period.

8.3 The Election Period will last three (3) days.

8.4 Only ExCESS Members at large may vote.

8.4.1 ExCESS Members at large include U0 to U4 students in the programs of Electrical, Computer and Software engineering.

8.4.2 Full time and part time students may vote.

8.4.3 Exchange and IUT students may not vote.

8.5 The CRO will be in charge of holding the elections and ensuring fairness and equality.

8.6 Presidential Debate

8.6.1 A Presidential Debate will be conducted by the ExCESS Council 2 days following the closure of the nomination period.

8.6.2 The debate will last no more than 1 hour.

8.6.3 Presidential Candidates will be expected to discuss current and past activities on campus and/or on student government.

8.6.4 Presidential Candidates will be expected to present their case to the current ExCESS Council.

8.6.5 Presidential Candidates will have to pass a vote of confidence by the current ExCESS Council before their names may appear on the Presidential ballot.

8.6.5.1 Quorum for vote of confidence is 50% of current ExCESS Council Members.

8.6.5.2 Candidates must obtain a 50% vote of confidence in order to have their name on the ballot.

8.7 Campaign

8.7.1 Presidential Candidates may begin campaigning once they have passed the current council vote of confidence (following the Presidential debate).

8.7.2 Representative Candidates may begin campaigning upon closure of the nomination period.

8.7.3 Candidates may campaign through postering, but they must abide by set regulations for postering (Posters may only be placed on bulletin boards)

8.7.4 Candidates have up to a maximum of four (4) letter sized posters.

8.7.5 Violations of postering rules may result in disqualification, as deemed appropriate by the CRO.

8.7.6 Candidates may campaign through class announcements.

8.8 In the case where the only position requiring an election is that of a Representative.

- 8.8.1 Elections for this position may be conducted in class if deemed appropriate by the Chairman and CRO.
- 8.8.2 This class must contain at least 75% of Representative's constituents.

8.9 Student Body Vote of Confidence

- 8.9.1 When there is one presidential candidate that is in the running, a vote of confidence by the ExCESS members at large.
- 8.9.2 A 50% majority vote is required by 15% of the ECSE student population at that time.
- 8.9.3 The current council will conduct the vote within 2 weeks of the debate result announcements. (In the case where only one candidate passes the council vote of confidence)
- 8.9.4 The voting period will last no more than three (3) days.

9 Results

- 9.1 The CRO will email all Candidates with the results once the SC has made a final decision.

10 Confidentiality

- 10.1 SC members cannot discuss any information from the deliberations.
- 10.2 SC members are automatically bound by clause 9.1 when they are selected to sit on the SC.