

 <p>Capilano Students' Union</p>	Policy No.	Approval Authority
	BD-07	Board of Directors
	Policy Name	Approval Date
	University Committees	March 22, 2024
	Responsible	Scheduled Review
	University Affairs Committee	2 years

Purpose

The Capilano Students' Union regularly appoints student leaders, including board members, to sit on committees created by Capilano University. The purpose of this policy is to set out the expectations of the Capilano Students' Union for student leaders appointed to these groups in a way that is consistent and easy to understand.

Definitions

In this policy,

“appoint” or “appointment” means that the Capilano Students' Union has the right (in university policy or otherwise) to designate a student leader to a Capilano University committee and the student leader acts as a representative.

“Capilano University committee” means any committee, board, panel, council, working group, or other body established by the university and for which the Capilano Students' Union is invited to make appointments or nominations.

“nominate” or “nomination” means that the Capilano Students' Union may suggest or recommend student leaders for membership on a Capilano University committee but the university's approval is required for the appointment to proceed and the student leader does not act as a representative.

“student leader” means any board member, student executive, or other student appointed or nominated to a Capilano University committee under this policy.

Scope

This policy applies to all appointments and nominations by the Capilano Students' Union to Capilano University committees, and to any student leader appointed to a Capilano University committee as a representative.

Principles

1. **Board Authority:** Except as delegated in this policy, the appointment or nomination of a student leader to a Capilano University committee must be recommended by the university affairs committee and approved by the board.

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- 2. Strategic Appointments:** In considering student leaders to be appointed or nominated to a Capilano University committee, the university affairs committee must consider each of the following factors in developing a recommendation:
- a. Whether the role of a student executive or a board member, as set out in the bylaws or in board policy, warrants prioritizing the appointment or nomination of that student leader to a Capilano University committee.
 - b. Whether there are constituencies and perspectives missing from the Capilano University committee, especially from student communities underrepresented in university governance and, if so, whether there are student leaders who would be able to provide those perspectives.
 - c. Whether a student leader’s expression of interest discloses unique knowledge or experiences that would make that student leader’s contribution to the Capilano University committee particularly impactful in advancing the strategic priorities of the Capilano Students’ Union.
 - d. Whether there is a board succession or leadership development opportunity in appointing or nominating a student leader to become more experienced with university governance and the Capilano Students’ Union.
- 3. Delegation:** The board delegates its authority to appoint or nominate student leaders to Capilano University committees in the following cases, provided that the strategic considerations set out in this policy are followed, a reasonable effort has been made to share the opportunity if appropriate, and a notice of the appointment or nomination is given at the next board meeting:
- a. In the case of a search committee for a non-academic administrator up to and including the rank of a director, the board delegates to the president the authority to appoint or nominate student leaders.
 - b. In the case of a search committee for an academic administrator up to and including the rank of a dean, the board delegates to the vice-president student affairs the authority to appoint or nominate student leaders.

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- c. In the case of a Capilano University board of governors or senate committee, other than a search advisory committee for the chancellor or president of the university, the board delegates to the vice-president student affairs the authority to appoint or nominate student leaders.
 - d. In the case of an urgent appointment or nomination as set out in this policy, the board delegates to the executive committee the authority to appoint or nominate student leaders.
4. **Urgency:** If, in the written opinion of the president, the university has not provided enough notice for an appointment or a nomination to be made in the normal way under this policy, but the appointment is urgent enough to warrant it, then the president may propose the appointment or nomination to the executive committee at a regular meeting or via non-meeting motion for approval.
 5. **Reporting:** Student leaders who are appointed or nominated to Capilano University committees are expected to keep the Capilano Students' Union informed of the discussions, activities, and decisions of Capilano University committees through communication with the appropriate student executive, who shall be responsible for appraising the board of significant updates that might require the attention of, or action by, the board.
 6. **Conduct:** A student leader appointed or nominated to a Capilano University committee is expected to follow the [board ethics & conduct policy](#).
 7. **Confidentiality and Trust:** Further to the principle of confidentiality set out in the [board ethics & conduct policy](#), student leaders appointed to Capilano University committees may come to know confidential information to which the Capilano Students' Union, as an organization, should not have access; in order to ensure continued trust between the Capilano Students' Union and the university, student leaders are expected to maintain a high standard of discretion in ensuring that such information is not disclosed to the Capilano Students' Union.

Delegation

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The board delegates to the university affairs committee the responsibility for developing procedures to support this policy provided that any such procedures must be approved by the board before they take effect. The board delegates the administration of this policy to the executive director.

Review and Monitoring

The university affairs committee monitors compliance with this policy and is responsible for every two years reviewing this policy and recommending necessary updates to the board.