Introduction

1. The Board of Governors establishes the Presidential Search Committee. The Presidential Search Committee (the Committee) is an advisory committee of the Board of Governors.

2. Composition of the Committee is established pursuant to UAPPOL procedure- Presidential Search Procedure: (https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Presidential-Search-Procedure.pdf).

3. The role of the Search Committee is to search, screen, and recommend a candidate to the Board Human Resources and Compensation Committee (BHRCC). BHRCC then considers the recommendation, and if prepared to do so, recommends the candidate to the Board, for approval.

4. All members of the Search Committee are expected to fully participate in the work of the Committee, and in so doing, are charged with acting in the best interests of the University as a whole.

5. All proceedings and deliberations will be held in strictest confidence.

Role of the Committee

1. Work in the best interest of the University.
2. Prepare adequately and commit the time required to fully engage in the work of the committee.
3. Ensure a broad and fair search is conducted for the University.
4. Make full use of experienced executive search consultant.
5. Develop a position profile which represents the priorities, personal and professional attributes required for the next president, based on research, consultation and feedback.
6. Search, screen and interview short-listed candidates based on the position profile.
7. Help to identify appropriate information about the University and the presidency for all candidates at each stage of the screening process;
8. Ensure that external and internal candidates are treated equitably, and that all candidates are kept informed appropriately about the progress of the search.
9. Be knowledgeable about the University's ethical guidelines and equity, as outlined in the University's Strategic Plan for Equity, Diversity, and Inclusivity, as well as FOIPP policies and practices,
10. Provide assistance during the process in other appropriate ways at the request of the Chair.
11. Work within the timeframe in order to provide appropriate transition for both the out-going and in-coming President.
12. Commit to conducting the business of searching for a new president in total confidence.
Operational Procedures

Chair of the Meeting:
1. The Chair of the Board of Governors is the Chair of the Search Committee for President and shall
ordinarily chair every meeting of the Committee.
2. The Chair is the sole spokesperson for the Committee.
3. The Chair may name and delegate responsibility to a Vice-Chair.
4. If, during the course of the search, any member ceases to represent the group which elected or
appointed him or her, the Chair will decide if that member will continue serving on the Committee, or
will be replaced. If the member is to be replaced, the Chair will consult as appropriate and then decide
on a replacement.
5. If for any reason, a member is unable to complete their service on the Committee, the Chair will
consult as appropriate and then decide on a replacement.

Meeting Schedule and Special Meetings:
1. Meetings of the Committee will be held at the call of the Chair.
2. The Chair may decide on regular meetings times, and if so, will circulate a meeting schedule well in
advance. If special meetings need to be called, as is normally the case with respect to search
committees, members will be given as much notice as possible.
3. Notice of the time and place of each meeting of the Committee shall be given by e-mail at least two
days prior to the meeting.
4. Members of the Committee are urged to keep their schedules as flexible as possible during the search
since members are expected to attend each meeting of the Committee.
5. If a member knows in advance that s/he will miss a meeting, the member should contact the Chair or
Secretary.

Meeting Materials:
1. Meeting materials normally will be distributed to members in advance of scheduled meetings.
Materials will be available electronically via a secure web portal specifically established for the
Committee. Members will access the site through a CCID. Members will need to safeguard any
materials distributed in hardcopy, and at the conclusion of the process, members will be required to
return all materials for appropriate disposal.

Meeting by Telephone/Technical Tools:
1. Members of the Committee are encouraged to attend each meeting of the Committee in person.
2. If the Chair of any meeting of the Committee so consents, however, one or more members of the
Committee may participate in that meeting by means of telephone or other communication facilities
which permit all persons participating in the meeting to hear or communicate with each other and the
member participating in a meeting by that means is deemed to be present at the meeting.
3. Meeting proceedings will not be recorded.
Quorum:
1. The quorum for the transaction of business at any meeting of the Committee shall be a simple majority of the number of members of the Committee. For the final decision meeting, no more than one member can be absent.

Deliberations in Camera:
1. All meetings of the Committee shall be held in-camera.

Voting Procedures:
1. Show of hands or by other means which clearly indicates the affirmative vote, negative vote or abstention from voting of each member thereof.
2. Each member of the Committee, including the chair of the meeting, shall have one vote.
3. If requested by the chair of any meeting of the Committee or any other member thereof prior to a vote by a show of hands, voting on a particular question shall be conducted by secret ballot.

No Casting Vote:
1. The chair of any meeting of the Committee shall not be entitled to a second or casting vote.
2. If the result of any vote is a tie, the resolution shall be deemed to have failed.

Signed Resolutions:
1. A resolution in writing, signed by all members of the Committee is as valid as if it had been passed at a meeting of the Committee.

Record keeping and Committee Business:
1. The Secretary of the Committee will take notes at each meeting that reflect the substance of discussion and will communicate appropriately, through action summaries, correspondence, email, with respect to decisions taken by the Committee.
2. In the absence of a Secretary, the Chair will assign another person to act as the recording secretary for that meeting.
3. All communications to and from the Committee, including correspondence with persons or organizations solicited for comment, shall ordinarily be processed by the University Secretary, Board of Governors, University Governance.
4. All records will be done in accord with FOIPP regulations and managed with the records retention schedule of the unit. University Governance is the official record holder of the files. The Secretary of the Committee will safeguard all documents and information, and at the conclusion of the Committee’s work, will collect from each member and thereafter dispose all documents and notes associated with the Committee.
Confidentiality and Communications

1. All proceedings, interviews, documents and opinions are to be held in the strictest confidence by all Committee members and discussion about any part of the process or about potential candidates shall only occur at Committee meetings.

2. The Board Chair shall ensure that the Advisory Search Committee is strategically aligned with directions set by the Board throughout the search and shall liaise with the Board Human Resources and Compensation Committee on key matters relating to the search.

3. The Chair of the Committee may seek the replacement of any member who fails to comply with this requirement.

4. The Chair will identify for the Committee members their responsibilities in keeping their constituencies informed of the status of the search and in seeking information from the constituencies.

5. The Search will have a public website and appropriate updates will be available on the site.

Amendments

Only the Board of Governors or the Board Human Resources and Compensation Committee may amend these Procedures.

Conclusion

When the Board has made a decision regarding the appointment of the President, the Board will dissolve the Committee.

Approved by the Board of Governors – May 10, 2019