



King's University College Students' Council
COORDINATOR AND COMMISSIONER
SELECTION COMPLAINTS PROCEDURE

EFFECTIVE: November 23rd, 2014

SUPERSEDES: N/A

AUTHORITY: Governance Officer

RATIFIED BY: Council
November 23rd, 2014

RELATED DOCUMENTS:

- Coordinator and Commissioner Selection Complaints Procedure

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PREAMBLE:

The KUCSC recognizes that the volunteer involvement of Commissioners and Coordinators is fundamental to the proper and effective functioning of the King's University College Students' Council. The objective of this document is to define a process for commissioner and coordinator applicants who felt that they may have been denied or rejected based on an unfair basis.

1.00 SCOPE

1.01 These guidelines apply to the selection of all Commissioners and Coordinators, with the exception of the King's Connection Coordinator, Athletic Facilities Coordinator, and Event Staff Coordinator.

1.02 Unless otherwise noted below, the term "commissioner" is meant to include both commissioners and coordinators.

2.00 COMPLAINTS ABOUT SELECTION PROCESS

2.01 Any participant in the selection process, including applicants and members of the selection panel, may submit a complaint about the way in which interviews were conducted.

(1) Complaints related to commissionerships in the Executive portfolios shall be submitted, in writing, to the Governance Officer.

(2) Complaints related to commissionerships in the Governance Officer portfolio shall be submitted, in writing, to the General Manager or the Governance Officer.

(3) In order to affect the individual selected for a particular commissionership, complaints must be submitted within twenty-four (24) hours of the conclusion of interviews.

i. Selection panels should refrain from communicating their decision to applicants until this period has elapsed.

ii. Complaints submitted at a later date may still be considered for disciplinary purposes, and may influence changes in the commissioner selection process.



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2.02 The Governance Officer shall carefully review the complaint. If there is any potential merit to the complaint, it will be referred to the HBK Board of Appeals.

- (1) A complaint will have merit if it alleges conduct that significantly compromises the fairness and integrity of the interview process.
- (2) If a matter goes to Committee, no decision should be announced regarding the selection of the commissionership until the Committee has finished investigating the matter.
- (3) The HBK Board of Appeals will review the written complaint, and at its own discretion may call participants in the interview process forward to provide information.
 - i. If requested, emails sent in the course of the interview process must be forwarded to the Chair.

2.03 If, upon an assessment of the circumstances, the HBK Board of Appeals concludes that there is a substantial doubt about the fairness and integrity of the interview process, the following remedies are available, to be imposed at the discretion of the Committee:

- (1) The candidates may be re-interviewed, with a member of the Executive or Governance Officer who was not involved in the initial selection process added to the selection panel as chairperson.
- (2) Applications for the position may be re-opened, in which case all applicants shall be eligible to reapply.
- (3) If the party responsible for the impropriety is a current or incoming Executive member, any conduct shall be dealt with in accordance with the Executive Accountabilities and Discipline Process.
- (4) If the party responsible for the impropriety is an outgoing Executive Officer, they may be prohibited from further participation in interviews.

3.00 PROCEDURAL AUTHORITY

3.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Governance Officer.

- (1) The scope of such Procedures is limited to the scope of this policy.
- (2) In the event of any conflict, this Policy supersedes any documents created under it.
- (3) Any new Procedures and amendments to any existing Procedures must be ratified by the Executive Board before taking effect.



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- (4) Any Procedures ratified by the Executive Board, or any subsections therein, may be repealed by a resolution of Council.