



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

**EFFECTIVE:** November 23<sup>rd</sup>, 2014

**SUPERSEDES:** N/A

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**AUTHORITY:** Executive Council

**RATIFIED BY:** Council  
November 23<sup>rd</sup>, 2014

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**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. Applicants to these positions must be accountable to the Executives they report to, and it is therefore appropriate that the Executives be responsible for their selection. The objective of this document is to define a process for commissioner and coordinator selections which is efficient, effective, consistent, and fair.

**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 SELECTION PANELS**

- 2.01 All applicants must complete and provide all relevant documents, including where applicable
- (1) Resume;
  - (2) Application forms; and,
  - (3) Support signatures.
- 2.02 The selection process for each commissionership shall be facilitated by a selection panel.
- (1) The composition of the panel shall vary for each commissionership, in accordance with the criteria in sections 2.02 and 2.03 below.
    - i. Where the criteria below require "one" Executive Officer, that person shall be a volunteer, stepping forward primarily on the basis of their availability.



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- ii. If no Executive Officer volunteers, the President may direct one of the executives to participate in the interviews, provided it is not unreasonable to do so.
  - iii. In extraordinary circumstances the Governance Officer may fill a vacancy on the interview panel.
    - a. If the Governance Officer is unavailable, or possesses a conflict of interest, the panel may make a decision with only two voting members.
- (2) The panel chairperson shall be responsible for ensuring that selections are carried out in accordance with the rules and principles set out below.
- i. The fact that chairperson is not the panel member who will oversee a commissionership is deliberate. The chairperson benefits from objectivity in ensuring that the selection process is carried out properly.
  - ii. The panel chairperson may delegate administrative responsibilities (such as contacting applicants to set up interview times) but shall retain responsibility for the proper administration of the process.
  - iii. The chairperson shall only vote in the event of a tie.

### 2.03 Composition of Executive Portfolio Selection Panels

- (1) During the period between the conclusion of the KUCSC's Annual General Meeting, and the termination of classes in that April, the interview panel for each position shall be composed as follows:
- i. The current Executive member with purview over the applicable portfolio, as chairperson, voting.
  - ii. The incoming Executive member with purview over the applicable portfolio, voting.
  - iii. One current Executive member without purview over the applicable portfolio, voting.
  - iv. Any other individual(s) invited by the chairperson, non-voting.
    - a. The current commissioner holding the relevant position should ordinarily be invited.



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- (2) Unless the situation dictates otherwise, commissioners shall not be selected during the examination period in April.
  - i. In the event that a commissioner must be selected, they shall be selected in a manner consistent with the immediately following section, that is, Section (3).
- (3) During the period between May 1st and the second part of the KUCSC's Annual General Meeting, the interview panel for each position shall be composed as follows:
  - i. One Executive Officer without purview over the applicable portfolio, as chairperson, voting.
  - ii. One other Executive Officer without purview over the applicable portfolio, voting.
  - iii. The Executive Officer with purview over the applicable portfolio, voting; and,
  - iv. Any other individual(s) invited by the Executive Officer with purview over the applicable portfolio, non-voting.

### 2.04 Composition of Governance Officer Portfolio Selection Panels

- (1) During the period between the conclusion of the KUCSC's Annual General Meeting, and the termination of classes in that April, the selection panel for each position shall be composed as follows:
  - i. The outgoing Governance Officer, as chairperson, voting;
    - a. If the Outgoing Governance Officer's term has ended, this spot shall instead be filled by a current Executive Officer, as chairperson, voting.
  - ii. The incoming Governance Officer, voting;
    - a. If the Incoming Governance Officer has not been hired, this spot shall instead be filled by an incoming Executive Officer, voting.
  - iii. One current Executive Officer, voting
  - iv. Any other individual(s) invited by the incoming or outgoing Governance Officer, non-voting;



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- a. The current commissioner holding the relevant position should ordinarily be invited.
- (2) Unless the situation dictates otherwise, commissioners shall not be selected during the examination period in April.
  - i. In the event that a commissioner must be selected, they shall be selected in a manner consistent with the immediately following section, that is, Section (3).
- (3) During the period between May 1st and the second part of the KUCSC's Annual General Meeting, the selection panel for each position shall be composed as follows:
  - i. One Executive Officer, as chairperson, voting;
  - ii. One other Executive Officer, voting;
  - iii. The Governance Officer, voting; and,
  - iv. Any other individual(s) invited by the Governance Officer, non-voting.

### **3.00 RULES AND PRINCIPLES GOVERNING SELECTION PROCESS**

3.01 A decision is reached by majority vote.

3.02 Confidentiality

- (1) The following information is to be treated as confidential, and may not be used or discussed beyond the context of the selection process without the consent of the individuals affected:
  - i. Personal Information (as defined in the Personal Informational Protection Policy) contained in cover letters and applications;
  - ii. Answers to interview questions;
  - iii. The nature and contents of an applicant's proposal; and,
  - iv. All comments made about the candidates during the deliberations process following interviews.
- (2) If a candidate asks "why they weren't selected", a panel member should not attempt to summarize the discussion of the committee.



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- i. A panel member can express personal views as to the strengths and weaknesses of the candidate, in order to help guide their future involvement.
- ii. The views of other panel members should never be discussed.
- iii. A panel member should never suggest that they think the wrong decision was made.

### 3.03 Conflict of Interest

- (1) Except as provided for in subsection 3.03(2), a panel member must withdraw from interviews for a commissionership if she possesses a substantial conflict of interest, which compromises her ability to render objective input, or which would create the appearance of impropriety in the selection process.
  - i. It is acceptable to have a pre-existing relationship with an interview candidate, provided that the relationship is not so close as to compromise the objectivity of the panel member, or appear to compromise the objectivity of the panel member.
  - ii. Even a conflict of interest which is not believed to be substantial should still be declared to other members of the panel.
  - iii. A panel member who withdraws shall ordinarily be replaced in accordance with the composition requirements in section 2.00 above.
- (2) The panel member who will be responsible for overseeing the commissionership at issue may continue to participate in interviews, even if she possesses a substantial conflict of interest, subject to the following:
  - i. She must declare her conflict of interest to the other panel members;
  - ii. She may only ask questions provided by other panel members;
    - a. The concern is that a favoured applicant could receive easier questions, or that they could receive advance notice of a question being asked.
  - iii. She may offer a statement to the panel on her views of the candidates, but must leave the room during deliberations
  - iv. In her absence, the rest of the panel has an obligation to act in the best interests of her portfolio.



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### 3.04 Guaranteed Opportunity to Interview:

- (1) All applicants for a position shall be invited to an in-person interview.
- (2) If applications for a position have closed, they shall not re-open until all the candidates who submitted an application have had an opportunity to be interviewed.

### 3.05 Adequate Notice and Accommodation:

- (1) For interviews held during the academic year:
  - i. All candidates for a position must receive at least 96 hours advance notice prior to the proposed date and time of an interview, and must be asked to confirm that they are able to attend.
    - a. In extraordinary circumstances, and where all the applicants consent, this period of time may be reduced.
  - ii. If a candidate does not reply within 48 hours, a second attempt shall be made to contact the individual through alternative means (such as telephone), provided that alternative contact information has been provided.
  - iii. If the candidate still does not reply to the proposed date, the panel may remove the candidate from consideration.
- (2) For interviews not held during the Academic Year:
  - i. All candidates for a position must receive at least ten (10) days advance notice prior to the proposed date and time of an interview, and must be asked to confirm that they are able to attend.
  - ii. If a candidate does not reply within five (5) days, a second attempt shall be made to contact the individual, through alternative means (such as telephone), provided that alternative contact information has been provided.
  - iii. If the candidate still does not reply to the proposed date, then the panel may eliminate the candidate from consideration.
- (3) If a candidate responds that they are unavailable at the proposed date and time, the panel must make reasonable attempts to accommodate an alternate date and time.



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- (4) If a candidate is not available to attend an in-person interview, after reasonable attempts to accommodate such an interview, then the panel shall explore alternative means of interviewing, such as teleconference, or videoconference.
- (5) If a candidate is still unable to attend an interview, then he/she may be removed from consideration.
- (6) Notwithstanding that the above provisions may entitle the panel to remove a candidate from consideration, the panel should refrain from doing so where, in consideration of all the circumstances, it would be unfair.

### 3.06 Fairness

- (1) At all times throughout the application and interview process, the members of the panel shall treat applicants fairly and respectfully.
  - i. In scheduling interviews, comparable efforts must be made to accommodate each of the candidate's availability.
  - ii. During interviews, different applicants may be asked different questions on the basis of their experience and proposals. However, the questions asked to each candidate should be of comparable complexity and specificity.
  - iii. Questions should never be designed to make a candidate look bad, or be deliberately easy so as to make a candidate appear more favourable.

### 4.00 PROCEDURAL AUTHORITY

4.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Executive Board

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