

Regulation 120.02: Standing Committee

Student-at-Large Replenishment

01. Process for Student-at-Large Replenishment

1. When the Chair of a committee or the governance team determines that a student-at-large position on their committee is vacant, they shall notify the CAC Chair.
2. The CAC Chair shall have access to appropriate administrative support to ensure that job listings are posted for an appropriate period.
3. Once the job posting has closed, the CAC Chair shall provide CAC with all applicants' resumes and cover letters (if any).
4. All application materials are to be kept confidential.
5. The Class A members CAC shall determine which candidates to interview.
6. Two members of CAC, selected by CAC, shall form an interview panel, schedule interviews, and interview the shortlisted candidates for student-at-large positions in the committee in question.
7. If multiple committees require students-at-large, CAC may designate multiple interview panels.
8. A member of CAC may sit on multiple interview panels.
9. If the CAC Chair determines that a member is unable or unavailable to fulfill their role on an interview panel or panels, the CAC Chair may designate another CAC member to replace them, and shall report any such replacement to CAC.
10. When the interview panel recommends a candidate or candidates, CAC may ratify or reject the recommendation with a two-thirds majority vote, in which interview panel members are allowed to participate.
11. Once CAC has ratified a recommendation, the CAC Chair will provide the Chair of the committee in question with the contact information for the successful applicant or applicants.
12. The Chair of the committee in question is responsible for greeting and onboarding the new member(s) of their committee.
13. The CAC Chair is responsible for notifying Council and Governance staff of the appointment.

Revision #3

Created 19 April 2023 11:08:03 by Abner Monteiro

Updated 24 February 2026 06:13:19 by Jonathan Olfert