

**Governance****Senate Nominations Committee Constitution****1. Committee of the Senate**

- (1) The Senate Nominations Committee is a standing committee of the [Senate](#) constituted in accordance with, and with the functions prescribed in the *University of Western Australia Act 1911 (the Act)* and the [Senate Regulations](#).
- (2) The committee operates in accordance with the [Senate Code](#) and the [Senate Standing Orders](#) in their application to Senate committees.

**2. Roles/Functions**

- (1) The roles and functions of the committee are to:
  - (a) develop and maintain a register of skills and competencies required on Senate and its standing committees;
  - (b) develop and maintain a register of skills and competencies of current Senate members;
  - (c) bring the registers at (a) and (b) to the Senate at least annually for consideration;
  - (d) maintain a register of persons who are eligible and willing to be appointed to any vacancy or casual vacancy in the office of any member of the Senate who is appointed by the Governor or the Senate;
  - (e) recommend to the Minister suitable candidates for appointment to a vacancy or casual vacancy in the office of any member of the Senate who is appointed under section 8(1)(a) of the Act;
  - (f) recommend to the Senate suitable candidates for appointment by cooption under section 8(1)(i) of the Act;
  - (g) recommend to the Senate assignment of Senate members to Senate standing committees;
  - (h) ensure that all recommendations:
    - (i) prioritise identified gaps in the skills and competencies in the current membership of Senate and Senate standing committees; and
    - (ii) consider gender balance and diversity of membership, noting this may not be possible at all times due to the legislative requirements governing the composition of Senate and skills and competency requirements;
  - (i) recommend to the Senate appointment of nominees to committees on which Senate has representation, as required;
  - (j) consider the issues of Indigenous and Traditional Owner input into the University's governance processes; and
  - (k) undertake such other roles and responsibilities as directed by the Senate from time to time.
- (2) The fact that the committee has not recommended a person for appointment under section 8(1) of the Act does not prevent the person from being appointed or holding office under that section.
- (3) The committee may regulate its own procedure, but it must comply with any direction given by the Senate.

**3. Membership and Executive Officer**

- (1) In accordance with the Act, the committee is to consist of not more than six (6) members of the Senate appointed by the Senate as follows:
  - (a) the Chancellor, as Chair;
  - (b) the Pro-Chancellor; and

- (c) the remaining members to be appointed from among:
  - (i) persons appointed by the Governor under section 8(1)(a) of the Act; and
  - (ii) members co-opted to the Senate under section 8(1)(i) of the Act.
- (2) The following members are not eligible to be appointed to the committee —
  - (a) the Vice Chancellor;
  - (b) the member referred to in section 8(1)(b) of the Act;
  - (c) the member referred to in section 8(1)(c) of the Act;
  - (d) the members referred to in section 8(1)(g) of the Act;
  - (e) the members referred to in section 8(1)(h) of the Act;
  - (f) the Chair of the Academic Board of the University.
- (3) A member of the committee must not be involved in the process or decision of recommending to the Senate whether to appoint or re-appoint themselves.
- (4) The University Secretary, or nominee as approved by the Chancellor or Vice-Chancellor, is Executive Officer to the committee.

#### **4. Quorum**

- (1) The quorum for the committee is half the number of members, plus one and must include at least one of the members appointed under 3(1)(a) or (b).

#### **5. Decisions**

- (1) All questions which come before the committee are decided by a majority of the members present and voting.
- (2) The chair of the meeting has an ordinary vote and in case of an equality of votes, a casting vote.

#### **6. Frequency of meetings**

- (1) The committee meets as and when required.

#### **7. Review**

- (1) The committee shall annually review this Constitution to ensure that it complies with relevant legislative and regulatory requirements, and that it accurately reflects the committee's current role and responsibilities. Any revisions will be recommended to the Senate for approval.

#### **DOCUMENT CONTROL: TRIM F21/91**

<b>Version</b>	<b>Date</b>	<b>Description of version</b>	<b>Approval Reference</b>
1/2021	23 August 2021	Approved	S R64/21
1/2023	13 March 2023	Amended	S R14/23