

## CONSTITUTION OF THE NOMINATIONS COMMITTEE (a committee of the University Council)

### 1. Establishment

- 1.1 Under section 9AA(1) of the *Curtin University Act 1966* (the Curtin Act), the University Council must establish and maintain a committee of the University Council called the Nominations Committee.
- 1.2 The Nominations Committee was established by the University Council at its meeting on 21 June 2017 (C 94/17).

### 2. Functions and powers of the Committee

- 2.1 The functions of the Nominations Committee are:
  - (a) to recommend to the Minister through the University Council suitable candidates for appointment to a vacancy or casual vacancy in the office of:
    - (i) any member of the University Council who is appointed by the Governor on the recommendation of the Minister under section 9(1)(a) of the Curtin Act;
    - (ii) a member of the University Council who is appointed by the Minister to be chairperson of the Kalgoorlie Campus Council under section 21M(1)(a) of the Curtin Act;
    - (iii) any member of the Kalgoorlie Campus Council who is appointed by the Minister under section 21M(1)(b) of the Curtin Act and who are representative of education, the professions, or industrial, commercial or community interests; and
    - (iv) a member of the Kalgoorlie Campus Council who is appointed by the Minister under section 21M(1)(c) of the Curtin Act and who is representative of vocational education and training interests.
  - (b) to recommend to the University Council suitable candidates for appointment to a vacancy or casual vacancy in the office of any member of the University Council who is appointed by co-option under section 9(1)(h) of the Curtin Act.
  - (c) advise the University Council on any relevant policies and procedures.
- 2.2 The Nominations Committee notes that the Minister must endeavour to ensure that at least one of the persons appointed to the Kalgoorlie Campus Council under section 21M(1)(b) of the Curtin Act is a resident of the Esperance region.
- 2.3 The fact that the Nominations Committee or the University Council has not recommended a person for appointment under section 9(1) or 21M(1) of the Curtin Act does not prevent the person from being appointed or holding office under section 9(1) or, as the case requires, section 21M(1).

### 3. Nominations Process

- 3.1 The nominations process will be conducted in accordance with the [Nomination of Non-elected Members of Council Procedures](#) and the [Nomination of Members appointed by the Minister or co-opted to the Kalgoorlie Campus Council Procedures](#) as appropriate.

#### **4. Membership**

4.1 The membership of the Nominations Committee shall comprise:

- (a) the Chancellor, who shall be Chair;
- (b) the Pro Chancellor, who shall chair meetings in the absence of the Chancellor;
- (c) the Chair, Kalgoorlie Campus Council;
- (d) the Chair, Finance Committee;
- (e) the Chair, Audit, Risk and Compliance Committee; and
- (f) one other member of the University Council who may be appointed by the University Council to the Committee from time to time

4.2 The following members of the University Council are not eligible to be appointed to the Nominations Committee:

- (a) the Vice-Chancellor;
- (b) the member who is a member of the academic staff referred to in section 9(1)(c) of the Curtin Act;
- (c) the members who are enrolled students referred to in section 9(1)(d) of the Curtin Act;
- (d) the member who is a member of the non-academic salaried staff of the University referred to in section 9(1)(e) of the Curtin Act;
- (e) the members who are graduates of the University referred to in section 9(1)(f) of the Curtin Act; and
- (f) the chairperson of the Academic Board of the University.

4.3 The Committee is committed to gender balance and diversity of membership. Council will work towards achieving gender balance (40% women; 40% men and 20% of either, and/or other genders) on average across all its standing committees assessed over a reasonable period of time, noting that this may not be possible at all times due to the composition of Council and the skills and experience required by the Committee.

#### **5. Terms of Office**

5.1 The term of office of a member appointed under clause 4.1 shall be for up to two years, concluding on 31 March of the relevant anniversary year.

#### **6. Quorum**

6.1 A quorum for a Committee meeting is to be not less than one-half of the total number of members of the Committee, excluding:

- (a) any vacancy in the membership of the Committee; and
- (b) any Committee member who has an approved leave of absence.

#### **7. Voting at a meeting**

7.1 At a meeting:

- (a) a decision does not have effect unless it is made by a simple majority;
- (b) each member who is present at a meeting is entitled to one vote regardless of the number of positions held;
- (c) the Chair is to have a deliberative vote only; and
- (d) if the votes of members present at a meeting are equally divided, the matter is lost.

#### **8. Meeting Schedule**

8.1 The Committee shall meet at least twice a year.

**9. Reporting**

9.1 The Committee will report to the University Council by way of its minutes.

**10. Servicing of the Committee**

10.1 The Secretary of the Committee is the Council Secretary or such other person appointed by the Council Secretary.

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**REVISION HISTORY**

| <b>Approved/<br/>Amended/<br/>Rescinded</b> | <b>Date</b>  | <b>Committee/<br/>Board</b> | <b>Resolution Number</b> | <b>Document Reference</b> |
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