



# Executive Delegates Policy

## 1. Preamble

This policy outlines the positions for which students can seek appointment to university or community committees, boards, or working groups that are under the purview of USSU Executive portfolios. The intent of this policy is to provide all undergraduate students with the opportunity for involvement in governance.

## 2. Procedures

### 2.1 Timelines

The initial Delegate application process will follow the same timeline as the Fall Term callout for SALs for USSU Committees. However, if a position opens at another time during the year, new applications will be accepted. Delegate positions run until April 30; at which time the new Executive will assume responsibility for these positions until new applications are accepted in the fall.

### 2.2 Usage

Executive members are not required to appoint Delegates to university level committees, nor should they assign the majority of these meetings to Delegates. The Delegate positions are to be used as required. Committees, boards, and working groups specific to each Executive's portfolio will be reviewed by each Executive member at the end of their term so that recommendations can be made to the incoming Executive regarding which meetings are most important for specific Executive members to attend. There may be other meetings that are seen as good opportunities for undergraduate students to attend in their stead.

### 2.3 Exceptions

This policy does not apply to USSU-level meetings.

### 2.4 Enforcement and Maintenance

2.4.1 Any reoccurring meetings specific to each portfolio (for example, university and community committees, boards, and working groups) must be attended by the Executive member who maintains that portfolio or by an appointed Delegate. If no Delegates apply or are chosen for a position, it is the Executive member's responsibility to attend the meetings.

2.4.2 The appointed Delegate is required to report back to and brief the appropriate Executive member on all relevant information. This is

to be done in a timely fashion following each meeting, either in person or by email. The Delegate is also required to give copies of minutes, agendas and notes to the Executive member as resource material for future use. If the Delegate fails to attend 2 out of 3 meetings or 3 out of 5 meetings, the Executive member may attend the meetings in place of the Delegate or may appoint a new Delegate to the position. If no Delegates apply or are chosen for the position opening, it is the Executive member's responsibility to attend the meetings.

### 2.5 Delegate Selection

The USSU Executive Committee has the final decision on Delegate selection. If an Executive member chooses to give up their position on a committee, board, or working group, the USSU Executive Committee may appoint a Delegate to that position. Each Executive member shall be given the opportunity to make recommendations regarding which Delegate they would like to attend their meetings; however, the USSU Executive Committee shall make the final decision. It is recommended the Executive interview candidates for Delegates to review their dedication, competency, and ability to represent students.

### 2.6 Compilation of Meetings

Prior to the beginning of the fall semester, Executives are to compile a list of the meetings they would like to defer to delegates. This is to create ease in the delegate selection process.

### 2.7 Support

The Executives shall support Delegates in their efforts and shall provide a brief orientation for their own Delegates, as well as regular debriefing meetings.

Contact Information:	President 966-6965		
Policy Authority:	Executive Committee		
<u>Approvals</u>	<u>Board/Committee</u>	<u>Date</u>	<u>Motion</u>
Adopted	Executive Committee	03/17/09	EXEC 88
Amended	Executive Committee	06/20/11	EXEC10
Amended	Executive Committee	02/23/16	EXEC71