

1.5.1 FSA Appointments and Nominations to Committees

1. The FSA is required and/or eligible to appoint and nominate FSA members and staff to various committees at BCIT, at the Canadian Association of University Teachers, at the BC Federation of Labour, and at other bodies. When making appointments and nominations, the FSA will use a considered and principled approach in line with the policy 2.5.4 Equity and any current strategic plan, will review appointments on a regular basis as appropriate for each appointment, and will support appointees with training, resources, and release time as needed and appropriate. Those on committees will be informed about Discrimination, Bullying, & Harassment Prevention & Redress Policy and how it impacts their participation on committees
2. The FSA President, with operational support from the FSA staff, is responsible for making all appointments of members to represent the FSA on committees and for doing so in a matter consistent with the Collective Agreement and FSA policy. The President or Board may delegate this responsibility to another Director or an FSA staff member. The FSA President or their designate (hereafter referred to simply as the “FSA President”) may consult with any FSA Director or FSA staff member when deciding who to appoint or recommend that the Board appoints, but should adhere to the guidelines in this policy for each type of committee appointment.
3. The FSA President will provide a list of appointments to FSA staff for record keeping. FSA staff shall maintain the list of all appointees to committees, and may share that information with the membership as appropriate.
4. Appointments to BCIT President Search Committee, Vice President Selection Committees, and BCIT Manager Selection Committees (see Collective Agreement Article 6)
 - 4.1. The FSA President is tasked with recommending to the Board suitable appointees for the President Search Committee; for search committees below the Presidential level, board approval is not required.
 - 4.1.1. The FSA President may recommend any FSA member for these appointments, so long as that FSA member consents to serve.
 - 4.1.2. For President Search Committees, the FSA President will ensure that communications go out to all members informing of them of the President search process

- 4.1.3. For Vice-President Selection Committees, the FSA President may distribute a call for volunteers for these appointments to any group of FSA members, as they choose, for example announcements may be made through the weekly eBulletin, special email to the membership, and announcements at Tech Rep and General Membership meetings, etc.
- 4.1.4. The Board will approve the FSA appointees to the Presidential Search committee at its next monthly meeting, or at a special meeting if necessary.
- 4.2. The FSA President is delegated the authority to make appointments of FSA representatives to Manager Selection Committees up to and including the level of Vice President for committees covered by the Search Committees for Excluded Managers Memorandum of Agreement [The Quad Agreement].
 - 4.2.1. The FSA President may select any FSA member for these appointments, so long as that FSA member consents to serve.
 - 4.2.2. The FSA President may distribute a call for volunteers for these appointments to any group of FSA members, as they choose. The FSA President may choose not to distribute a member-wide call for volunteers when they judge that the FSA's interests are best served by appointing a specific member because of their role in the FSA or their relationship to the position.
 - 4.2.3. The FSA President may decide to grant the FSA seat to a BCGEU unit if it is deemed not in FSA's interests to appoint a member or if no member can be found to serve on the committee.
- 5. Appointments to other BCIT Committees
 - 5.1. The FSA President is delegated the authority to make appointments to other BCIT committees to which the FSA has a right to appoint or is invited by BCIT to appoint.
 - 5.2. Appointments to BCIT committees have variable terms at the discretion of the President or as specified in the committee's Terms of Reference.

- 5.2.1. At the conclusion of each term, the President may approve the renewal of an appointment if:
 - 5.2.1.1. The Terms of Reference of the committee permit this and the renewal would not violate a specified term limit for that committee,
 - 5.2.1.2. The appointee has indicated that they would like to continue to serve, and
 - 5.2.1.3. The appointee has adequately fulfilled their responsibilities as laid out in 9 below.
- 5.2.2. If the President wishes to renew an appointment in which the incumbent appointee has already served for five consecutive years or more, the President will consider if the benefit of the continued appointment outweighs the benefit of committee involvement for another member.
- 5.3. The FSA will post a list of all BCIT Committees (other than search or selection committees) on its website.
- 6. Nominations to Canadian Association of University Teachers (CAUT) Committees, including the Executive Committee, Committees of Council, and Working Groups
 - 6.1. Within one week of receipt of notice from CAUT, the FSA will distribute about opportunities for members to be nominated to current CAUT Committee openings through FSA communication channels.
 - 6.2. If there are currently no FSA members sitting on any CAUT Committees then upon receipt of notice from CAUT, the FSA President must actively recruit nominees for any current openings.
 - 6.3. If there are FSA members currently sitting on CAUT Committees, the FSA President may recruit or encourage nominees at their discretion.
 - 6.4. The FSA will not prevent any FSA member from submitting their own nomination for any available opening.
- 7. Appointments to BC Federation of Labour (BCFED) Committees, including the Executive Council, Standing Committees, and Equity Group Caucuses
 - 7.1. The FSA is entitled to:

- 7.1.1. Appoint one representative on the Executive Council,
 - 7.1.2. Appoint a representative and alternate to each Standing Committee, and
 - 7.1.3. Encourage any number of individuals to join each Equity Group Caucus.
 - 7.2. When informed by the BCFED, the FSA will post information about opportunities for members to participate in current BCFED Committees and Caucuses on the FSA website.
 - 7.3. The FSA President is delegated the authority to appoint either themselves, the FSA Vice President, or another Director to serve as the FSA's Executive Council representative.
 - 7.4. The FSA President is delegated the authority to appoint any FSA member or FSA staff person as representative and alternate to each Standing Committee. The FSA will strive to have at least one FSA member appointed to every BCFED committee to which we are entitled representation.
8. Appointments and Nominations to Other External Bodies
- 8.1. At such time as there is an opportunity to appoint or nominate an FSA member to a committee outside of BCIT, CAUT, and the BC Fed, the FSA President is delegated the authority to appoint an FSA member to that position. As with other appointments and nominations, the President will:
 - 8.1.1. Be guided by the FSA's mission, vision, values, strategic plan, and Equity Policy and consider how best to reflect the interests and membership of the FSA when deciding whom to appoint or nominate;
 - 8.1.2. In most cases, distribute a call for volunteers to the entire membership or to a specific sub-section of it, as applicable; and
9. De-Selection of Appointed Members on BCIT Committees, including search committees
- 9.1. If any FSA member feels that it is not in the best interests of the Association for another FSA member to continue on a committee to which they have been appointed, this concern should be communicated to the FSA President or another Director.

- 9.2. When such a concern is communicated to the President, they will first attempt to address the concern informally with the member, prior to taking any other action.
- 9.3. If the concern cannot be resolved informally, the President will report the concern and what actions have already been taken to resolve it to the Board, and the member who raised the concern may be invited to provide information to the Board. The Board shall then assess the situation and, if deemed necessary, initiate a motion to de-select said member from the committee.
- 9.4. The FSA member whose appointment is at issue will be provided with a copy of the de-selection motion and pertinent details about the raised concern and have the opportunity to present their case at a Board meeting prior to the Board making its determination.
- 9.5. The FSA President is delegated the authority to suspend any FSA member from an FSA appointment, pending the outcome of the de-selection process, if the FSA President deems this to be in the best interests of the FSA.

10. Responsibilities of Committee Appointees

10.1. Reporting

10.1.1. FSA members appointed to committees should report any important issues and concerns that arise from their participation in the committee to the FSA President.

10.1.2. In addition to the above ad hoc reporting, the FSA reserves the right to request FSA members appointed to committees provide further information on the work of the committee as needed.

10.2. Consideration of FSA policy, values, and mission

10.2.1. FSA members appointed to serve on Committees should conduct themselves in a manner that is representative of the FSA, consider FSA values and policies and policy statements when taking a position on issues, and share with the committee the results of any relevant consultations with FSA members and staff as noted in Article 1, appointees to committees may be subject to policy 3.3.1 Discrimination, Harassment, Prevention & Redress

11. Support for Committee Members

11.1. Release Time

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11.1.1. FSA members appointed to serve on committees may, in some cases, see a need for FSA-funded release to support their involvement. If this is the case, the member should submit a request for release time and a rationale for why the release time is necessary to the FSA President, for consideration at the next Board meeting.

11.2. Other Support

11.2.1. The FSA will communicate clear expectations for the committee member's service on the committee.

11.2.2. The FSA will consider requests to provide or fund any specialized training and/or support that the FSA President, Board, or staff feel are necessary.

11.2.3. If an FSA member appointed to serve on a committee feels they need additional training or support than what is provided by the FSA, they may submit a request with a description of the needed training, the cost, and why it is necessary to the FSA President. The FSA President may approve such a request if the cost is less than \$1000, and will otherwise bring the request to the Board for approval.

Revision History

Date	Revision (Brief description)
February 2022	Stage 3 review and approval
December 2021 and January 2022	Stage 2 review
October 2021	Stage 1 Review – to Staff and Board for comment
May 2018	Significant changes to incorporate appointing and nominating to CAUT and BC Fed Committees, in addition to other changes including name change (to “FSA Member Appointments and Nominations to Committees”)
December 2014	Formatted in branded policy template. No change to content.
September 2013	Minor changes based on review by LR Reps. Policy name changed from ‘Procedures of Appointments’ to FSA Member Appointments to Committees
November 2011	Policy 1.4.1 Volunteer Development dated April 22, 1998 collapsed into 1.5.1 Procedures of Appointments and 1.5.1 revised
November 2002	Revisions
November 2001	Revisions
May 1998	Revisions
February 1995	Originally adopted.