



# Policy document for the Nomination Committee

*Revised by the Student union council on the 17<sup>th</sup> November 2016 through decision 1415-KF-03:7.2*

The Nomination committee arrange the elections administered by the Student Union council and the Student Union board in accordance ~~to~~ with the bylaws and regulations of the Student Union, THS.

## Background

The Nomination committee has an important role in THS, it has a large influence on who will hold ~~have~~ positions of responsibility within THS in the ~~following~~ year. The purpose of this policy document is to formalize the work of the Nomination committee and clarify their tasks.

## Nomenclature

To simplify this document, the word *assembly* is used to refer to the part of, either the Student Union council or the Student Union board, that administers a certain election in accordance with the regulatory documents of THS. The word *meeting* is used to refer to a meeting of one of the assemblies mentioned above.

## Overview

It is the Nomination committee's responsibility to:

- promote the elections that are administered during the current year of operation.
- to collect nominations and candidacies,
- interview candidates,
- to check the candidates' references
- declare statements about the candidates and be consultative for the assembly's decision-making, as well as
- arrange a public candidate inquiry in association with the elections administered by the Student Union council.

## The Nomination committee's work

### Promotion of the elections

The Nomination committee will promote the elections that it is responsible for administering.

### Nomination and candidacy

Nomination and candidacy is handed in written form to the Nomination committee. The one who has nominated someone has the right to be anonymous. Regarding publication of candidacies, see *Election documents* below.

### Application documents

All candidates will be asked to hand in a CV and a personal letter to the Nomination committee. The candidates should be given the opportunity to make changes in their application documents before they are made public. See *Election documents* below.

### Interviews

The Nomination committee should as far as possible interview the candidates. At least two members of the Nomination committee should be present during an interview. All candidates should have the same preconditions during the interview, therefore the Nomination committee should aim to follow the same structure and procedure in the interviews for a given position.

### References



The Nomination committee should aim to contact all the references that the candidate presents to the Nomination committee. However, the Nomination committee has the option to limit the number of references that are contacted during the nomination process if this can be motivated by e.g. time constraints. They also have the right to contact other references than those stated, if this can be relevant for the nomination process. This should be stated at the interview. The Nomination committee should aim to treat all candidates' references equally, so that no candidate is disadvantaged during this part of the process.

## Written statements about candidates

The Nomination committee shall leave a written statement about each candidate to the assembly. Wherein the candidate's qualities will be considered in relation to the position, and relevant differences between the different candidates for the same position should be highlighted. The Nomination committee should also leave other information that is considered important for the election. When there are several candidates for a position, the Nomination committee should aim to keep an even level and comparable structure between the different candidates' opinions, so that no candidate risks being disadvantaged by the format of the opinions.

The Nomination committee will recommend the candidate, or those candidates, that the Nomination committee considers suitable, and decidedly more suitable than the other candidates. The decision of making a recommendation should be based on the material collected during the election process and the qualification profile that belongs to the position. The recommendation should be based on the qualities and experiences that the candidate has. Other factors that are assessed as relevant for the assembly's decision-making should be included in the written statement, but should not be the basis of a recommendation.

In the case where there is no qualification profile, the Nomination committee will then recommend the candidate, or the candidates, that are considered suitable for the position, and has the assembly's trust to make that assessment without the support of a qualification profile. If this is the case, the Nomination committee should state in the election documents what the assessment was based on, before the meeting when the election is held. See *Election documents* below.

If the Nomination committee cannot agree on a verdict or a recommendation this should be written in the election documents, and the minority will have the right to explain their viewpoint.

All candidates will be informed of the nomination committee's statement, if a recommendation has been made and if they have been recommended or not. They shall then be given at least 24 hours to decide whether they want to continue as candidates, before the election documents may be published. The Nomination committee is never allowed to recommend a candidate to withdraw a candidacy. When a candidate is given their verdict, the Nomination committee should emphasize that they have a consultative role for the assembly's decision-making.

## Election documents

The candidates' application documents, as well as the Nomination committee's statements and any recommendations, will be published in the election documents that are made public when the ordinary documents go out during a meeting when an election is being held. These election documents will be available for reading, in physical form, at the Student Union's reception from the moment they are made public to when the meeting is held. In these documents, the Nomination committee should also describe the ~~work~~ procedure that was used during the nomination process, and explain what assessment criteria was used for the assessment of the candidates' qualifications and suitability.

The total number of applicants for each post should also be stated. The Nomination committee should in these documents also inform if any exceptions from the normal nomination procedure have occurred, e.g. that the entire Nomination committee didn't participate in an interview, or that all references could not be reached.

## Candidate inquiry

The Nomination committee should during elections administered by the Student Union council arrange a public inquiry of the candidates before the meeting when the elections are being administered. The purpose of the

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candidate inquiry is to allow the Student Union council's members, as well as others who are interested, to ask questions to the candidates in a more casual setting. The inquiry should take place in association with the assembly meeting.

During elections that are administered by the Student Union board, a candidate questioning is not necessary, due to the assembly's smaller constitution.

### The candidates during the meeting

The Nomination committee should, perhaps with the help of the Union's elected trustees, provide the candidates access to a place to wait as well as fika and activities (e.g. board games), since they cannot be present at the meeting during the individual inquiry.

### Skills development

The Student Union shall arrange an annual suitable skills development for the Nomination committee. The Student Union board ensures that the Nomination committee's members are invited to the occasion.

### Confidentiality

The Nomination committee risk to encounter potentially sensitive information about the different candidates during the work process, some that is relevant for the election and some that is not. It is important that such information is treated with caution.

A member of the Nomination committee who is also a member of the assembly should during the meeting when the election is held keep a low profile during inquiry and discussion. This is to ensure that information that said person has acquired during the election process will not affect the candidate's image, since the information is not publicly known. The member should also be clear in distinguishing when one is speaking as a member of the Nomination committee, from when one is speaking as a member of the assembly.

All information about the candidates and the Nomination committee's work is confidential and may not be disclosed by the Nomination committee or any of its members, with the following exceptions:

1. The election documents according to above, as well as other written information that the Nomination committee provides the assembly, is public.
2. The Nomination committee should during the meeting, to a relevant extent, answer the questions that are asked by the assembly's members. Questions to an individual member of the Nomination committee do not require an answer, unless they concern a different opinion.
3. Information that is considered to be sensitive can be shared with the assembly, if it is considered important for the election. The concerned candidates must be informed about this beforehand, and shall thereby be given the opportunity to withdraw their candidacies.

### Withdrawn candidacies

The Nomination committee cannot make any statements about individuals who choose to not continue as candidates, unless these individuals have expressed their consent to this.

## Exceptions and special rules

### Unadministered elections

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The responsibility for elections that should have been, but were not, administered during the previous Nomination committee's year of operation are automatically passed on to the new Nomination committee (if the election is still relevant).

### **By-elections**

The rules for regular elections also apply for by-elections, with exception for the rules that are not applicable (e.g. regarding dates).

### **Exception from the rules**

On the initiative of the Nomination committee, the speaker of the assembly that is administering the election can decide on exceptions from these rules. A decision about an exception should be stated to the assembly, in written form, before an election is administered.