Honours & Appointments Committee Terms of Reference

Mission

The Council of the University of Canterbury has established an Honours & Appointments Committee to make recommendations to Council on the:

- award of honorary doctorates;
- any other awards requested by Council;
- appointment of members to Council, committees or external bodies.

Membership

The Honours & Appointments Committee will comprise not less than four members, being the Chancellor, Pro-Chancellor, Vice-Chancellor and one other Council member. Following recommendations by the Committee, any vacancies may be filled by the Council at any time, should they occur. The Chair of the Honours and Appointments Committee will be appointed by the Committee.

Members are appointed for an initial term of no more than two years. They may be eligible for an extension or reappointment.

Three members of the Committee will form a quorum.

Refer to Appendix 1 for the current Honours and Appointments Committee membership.

Terms of Reference

Without limiting the Honours & Appointments Committee's responsibility to fulfil its mission, the terms of reference for the Committee are to:

1. Consider nominations and make recommendations to Council on the award of honorary doctorates in accordance with the Honorary Awards and Honours Conferred by the University Council Policy;
2. Upon invitation, consider the award of, or support for, other awards the University wishes to make or support and to give advice to Council accordingly;
3. Consider nominations and expressions of interest and make recommendations to Council on the appointment of members to Council, in accordance with the Council Member Appointments and Elections Statute;
4. Consider nominations and make recommendations to Council on appointments to Council Committees and to external bodies on which the University is represented.

Appointments to Council Committees

Council members may submit nominations (including self-nominations) for any Council Committee vacancies when they arise. Any nominations may be raised by members of Council initially with the University Registrar, who will then present such names to the Chair of the respective Committee or, if the Chair position is vacant, to the Chancellor for consideration. The Chair of the respective committee, or the Chancellor, will then present any accepted nominations to the Council for decision.

If there is more than one person nominated for a position, there will be an election by voting. All members of Council, including the nominees, are entitled to vote. If any member of Council requests a secret ballot, Council members will give their votes in writing to the Registrar. If there is no such request, the vote will be by show of hands. The nominee with the highest number of votes will be declared elected. In the event of a tie, the election will be decided by the Registrar by lot.

In order to give effect to its advice, the Committee should report and make recommendations to the Council. The Committee does not make decisions on behalf of Council.

Appointments to External Bodies

From time to time this Committee may consider and make recommendations to Council on a Council member joining other external bodies as a representative of the University Council.

Meetings

Meetings of the Honours & Appointments Committee shall be convened at the direction of the Chair. If the Chair is absent, then those present shall elect one of their members to be Chair for that meeting.

Meeting agendas will be drawn up by the University Registrar and the Committee Chair in consultation with the Vice-Chancellor. The agenda and accompanying papers shall be circulated at least four working days prior to the meeting of the Committee, but where circumstances require and with the consent of the Committee Chair, papers may be circulated nearer the meeting date or at the meeting.

At the discretion of the Committee Chair, meetings may be conducted in person, by audio, audio-visual or other electronic communication.

The Committee Secretary will be the University Registrar (or delegate) who will be responsible for minuting the meetings.

Reporting

The Honours & Appointments Committee shall, at the next Council meeting, recommend:

1. any person for an Honorary Degree or other award;
2. any person for Council, committee or external body appointment.

Review of Terms of Reference

These terms of reference will be reviewed every two years and, if necessary, updated by the Council on recommendation of the Committee. A Committee self-assessment process should take place at least every three years.

Appendix 1

The current Honours and Appointments Committee has the following membership:

Ex officio members
- Chancellor
- Pro-Chancellor (Chair)
- Vice-Chancellor

Elected member of Council
- Professor Jack Heinemann
- Ms Gillian Simpson

In attendance
- University Registrar (Secretary)
- Executive Dean and/or Head of Department and/or Head of School and/or Director of Research Centres associated with the proposed Honorary Doctorate.
- Other relevant parties as requested by the Chair.