

**BYLAW 6**  
**THE SEARCH AND REVIEW COMMITTEE BYLAW**  
**UNIVERSITY OF TORONTO ENGINEERING SOCIETY**

ADOPTED: September 2, 2016  
LAST REVISED: August 29, 2020



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## CHAPTER 0 - GENERAL

### 0.0. “Search” Component

0.0.1. The “Search” component of this Committee has the following responsibilities:

- a. Assess all current and potential employment positions and the qualification of employees and candidates to fulfil the requirements of the job as defined by the Committee.
- b. Publicly advertise any job by:
  - i. Advertising on online job search websites; and/or
  - ii. Local job portals through the University of Toronto.
- c. Ensure that candidates’ selection is based on open forum.
- d. Holding sequential presentation-based interviews, which shall consist of 15-minute presentations, where three (3) members of the Committee must be present.
- e. The times of these interviews must be agreed upon by discussion including at least six members of the Committee.
- f. These interviews shall be recorded electronically in full for the full committee to view each interview in order to make an informed decision. These recordings shall be destroyed once the appropriate candidate is selected.
- g. Discuss and come to an agreement for the most suitable candidate for the advertised position following the interviews.
- h. Create and manage a personnel file which shall include:
  - i. Job description
  - ii. Resume
  - iii. Pertinent Documents.
- i. The personnel file shall only be viewed by:
  - i. Members of the Committee.
  - ii. The Employee in question.

### 0.1. “Review Component”

0.1.1. The “Review” component of the Committee:

- a. Shall convene at least once annually to review the operations of the society and the duties of those employed by the Society.
- b. Shall convene for additional meetings as called by the Chair or by a resolution of the Board of Directors.
- c. Shall have jurisdiction over matters pertaining to salary increases beyond yearly cost of living adjustments.
- d. Shall not have the authority to overturn any resolution passed by the Board regarding salary increases.
- e. Shall be involved in the creation and amendment of employment positions.
- f. Shall present a summary of the Review Committee meeting at the next regular meeting of the Board of Directors.
- g. The Committee shall present a summary of the review 14 days after the Search and Review Committee meets.



- h. A brief summary of the review shall be read at the next Board of Directors meeting after the Search and Review committee convenes.
- 0.1.2. A motion to dismiss an employee must be approved by a Special Resolution of the Board of Directors.



## CHAPTER 1 - COMPOSITION

### 1.0. Composition

- 1.0.1. The “Search” component of the Committee will be comprised of (in no particular sequence):
  - a. President
  - b. Vice-President Finance
  - c. Vice-President Communications
  - d. The Suds Managers
  - e. The Engineering Stores Managers
  - f. The Hard Hat Cafe Managers
- 1.0.2. The “Review” component of the Committee will be compromised of (in no particularly sequence):
  - a. President
  - b. Vice-President Finance
  - c. One additional member to be selected by the Board of Directors, selected from the following candidates: Orientation Chair, Suds Managers, Engineering Stores Managers or Hard Hat Cafe Managers.
- 1.0.3. All members of both the Search and Review Committees shall adhere to a confidentiality agreement.
- 1.0.4. For the “Review” component of the Committee, the President shall solicit input from all Project Directors identified in Section 1.0.2.c.
- 1.0.5. The President shall serve as Chair of the Committee.
- 1.0.6. Quorum for meetings of the Search and Review Committee shall be two thirds (2/3) of its members.
- 1.0.7. Proxy voting will not be allowed.
- 1.0.8. Decisions of the Search and Review Committee must be ratified by the Board of Directors.

### 1.1. “Reserve” Members

- 1.1.1. “Reserve” members are a contingency in the case of failure to attend by members listed in Section 1.0. “Reserve” members shall be comprised of:
  - a. Vice President Academic
  - b. Vice President Student Life
  - c. Ombudsperson
  - d. Cannon Editor
- 1.1.2. A “reserve” member selected by the President shall become a member of the Committee if a member listed in Section 1.0 chooses to forfeit their membership of the Committee for the year.