

Throughout this document, the Board of Governors will herein be referred to as BoG, and the Northern College Student Association will be referred to as NCSA.

All campuses of Northern College have representation through a Student Association (NCSA) Office: Haileybury Campus, Kirkland Lake Campus and Timmins Campus which also represents students at the Moosonee Campus. Each of these sites will use the following process.

Note: Stipulation to Procedures: If a NCSA Executive Member decides to run for the position of student representative on the BoG for the upcoming year, that person shall not be involved in any capacity in this process.

Note: The involvement of college staff, in the process, shall be limited to acting as resources only.

Part A

(Selection of a Student Nominee Representative for the purpose of Selecting the Student BoG representative)

Step 1: The Executive Assistant to the Board shall supply each NCSA Office with Student Board Representation Nomination Forms. The student selection process shall be promoted by each NCSA and posters will remain posted for five business days.

Step 2: Each nominee shall return their completed nomination form to the Executive Assistant to the Board by 4:00 p.m., 5 business days after the initial posting. The selection process will begin 3 business days following the closing date of the acceptance of nominations.

All nominees will be screened by the Registrar's Office for the following qualification requirements:

- To have a GPA of no less than 3.0
- To be in good academic standing
- To be in good financial standing (no outstanding fees)

Note: Any nominee who does not meet these qualification requirements will not be considered for this process.

Step 3: A Student Selection Committee from each campus shall be formed, comprised of:

- 1 NCSA President
- 1 NCSA Vice-President
- 1 NCSA Executive Member
- 1 Staff NCSA Advisor (resource member only)
- 1 Faculty Advisor (resource member only)

If any of the 3 NCSA Executive Members are unable to commit to sitting on the committee, for the entire process, another NCSA Executive Member can be designated to fill their position.

The NCSA President/or designate shall sit as the Chair of the Campus Student Selection Committee.

The 3 NCSA members shall choose the faculty advisor on the day of the initial posting for the selection of a student board representative.

Note: If there are candidates from both the Moosonee and Timmins Campus to represent this area, a joint Student Selection Committee shall be formed comprised of:

- Moosonee Campus NCSA President
- Moosonee Campus NCSA Vice President
- Timmins Campus NCSA President
- Timmins Campus NCSA Vice President
- 2 Staff Advisors (resource members only)

Step 4: A College Student Selection Committee shall be formed at this stage of the process to address any complaints as a result of the Note to Step 6, and Part B of the process.

This Committee will be comprised of:

- 1 NCSA President or NCSA Executive Delegate – Haileybury Campus
- 1 NCSA President or NCSA Executive Delegate –Kirkland Lake Campus
- 1 NCSA President or NCSA Executive Delegate – Moosonee or Timmins Campus
- Registrar and/or designate (Resource Member only)

Step 5: Ten questions to be used during the Student Selection Interview process shall be compiled jointly by the NCSA Presidents. These questions shall not be given in any form to any of the nominees prior to the interview. These questions shall be forwarded to the Registrar and/or designate for file and continuity purposes.

During the interview process, the responses to the questions shall be rated using a point value factor of 1 – 4, with 1 point being the lowest and 4 points the highest. At the end of the interview process for all nominees, the NCSA Committee members shall total the points awarded to each nominee.

Step 6: The applicant with the highest total shall be deemed the successful nominee for that campus, and his/her name along with the rating sheets and the questions that were asked, shall be forwarded to the College Student Selection Committee and the Registrar and/or designate for information purposes.

Note: If the Student Selection Committee believes that the proceedings undertaken have been unfair or improper, their complaint must be brought to the College Student Selection Committee immediately following the interview process. The College Student Selection Committee shall investigate and render a final ruling, 3 business days following the date of the interview. The Student Selection Committee shall notify the nominees, of the results of the interview process, 1 business day following receipt of the ruling.

Step 7: The Student Selection Committee shall notify the nominees of the results of the interview process, 1 business day following the interview process.

- Step 8:** Each nominee shall have 3 business days after being notified of the results to formally make an appeal in writing to the College Student Selection Committee. This Committee shall investigate and have 3 business days to render a final decision.
- Step 9:** The successful nominee's name shall be forwarded to the College Student Selection Committee and the Registrar and/or designate, for implementation of Part "B" of the process.

Part B

(College Student Selection of Nominee for Student Board Representation)

- Step 1:** The Registrar and/or designate shall contact each nominee to coordinate an interview time that is acceptable to the nominee and the College Student Selection Committee.
- Step 2:** A total of 10 questions shall be compiled by the College Student Selection Committee and shall be used in Part B of the interview process. A copy of these questions shall be forwarded to the Registrar and/or designate for file and continuity purposes. These questions shall not be given in any form to any of the nominees prior to the interview.

During the interview process, the responses to the questions shall be rated using a point value factor of 1 – 4, with 1 point being the lowest and 4 points the highest. At the end of the interview process for all nominees, the NCSA Committee members shall total the points awarded to each nominee.

- Step 3:** The applicant with the highest total shall be deemed the successful nominee. His/her name along with the rating sheets and the questions that were asked, shall be forwarded to the attention of the Executive Assistant to the Board.

Note: If the College Student Selection Committee believes that the proceedings undertaken have been unfair or improper, their complaint must be brought to the Executive Assistant to the Board, immediately following the interview process. The Executive Assistant, with the assistance of at least two appointed external governors shall investigate and render a final ruling 3 business days following the date of the interview. The College Student Selection Committee shall notify the nominees, of the results of the interview process, 1 business day following receipt of the ruling.

- Step 4:** The College Student Election Committee shall notify the nominees of the interview process results 1 business day following the interview process.
- Step 5:** Each nominee shall have 3 business days following notification of the results to formally make an appeal in writing to the Executive Assistant to the Board. This Committee shall investigate and have 5 business days to render a final decision.
- Step 6:** The successful nominee's name will be forwarded to the Executive Assistant to the Board for submission to the Northern College Board of Governors for formal appointment.

Note: In the event of a mid-term vacancy the Shadow Representative will assume the role of Student Representative. If there is no Shadow Representative:

- a) If vacancy is 6 months or less the candidate with the 2nd highest score will be asked to serve the remainder of the term provided he/she is eligible.

b) If the candidate with the 2nd highest score is unable to serve, or is ineligible, or if the vacancy is for longer than 6 months, the Executive Assistant to the Board will initiate a new selection process.