



Student Union for Humanities
and Theology

Policy for Nomination Committee

Accepted by the Representative Assembly 2020-03-12
Revised by the Representative Assembly 2021-09-21 och 2021-
11-11
Translation approved by the Board 2024-01-09

Purpose:

This policy aims to describe and regulate the structures for the Nomination Committee at the The Student Union for Humanities and Theology (HTS) at Lund University. The main task of the Nomination Committee is to prepare and propose candidates for the positions of trust within HTS that are elected by the Representative Assembly.

Definitions:

Leadership positions for one of the student union's bodies: sexmästare, head of Lunar Festivities, Head of the Committee of Café Multilingua, head of the the Career Committee, head of the election committee, Head of the Electoral Committee, Chairperson of the Representative Assembly, Game Master, Activities Master, and Team leader.

Work process

When positions need to be filled, the Nomination Committee should announce these through HTS channels.

All individuals who have applied for remunerated positions, board members, and leadership positions for one of the student union's bodies should be called for an interview. Those who have applied for other positions of trust will be called for an interview if the Nomination Committee deems it necessary or if the number of applicants exceeds the available positions in the body. During the interview, the Nomination Committee shall provide information on the electoral process to ensure that the candidate understands the procedures for nomination and counter-candidacy. Once candidacy submissions are received, and any necessary interviews have taken place, the Nomination Committee will decide which candidates to propose for the positions of trust and which positions should be left vacant. The Nomination Committee is responsible for drafting nomination texts for all candidates it proposes. When the Nomination Committee's decisions become public, information on how individuals can counter-candidate should also be disseminated. The Nomination Committee's nominations and proposals for vacancies should be made public at the latest, five working days before the meeting documents are sent to the Representative Assembly. After the public announcement of nominations, counter-candidacy is possible.

Before by-elections

The Nomination Committee only prepares by-elections for the board and remunerated positions within the student union. Candidacies for other vacant positions should be submitted to the Union President no later than 6 working days before an Representative Assembly meeting to be addressed at the meeting.

Quorate

The Nomination Committee is considered quorate if the Head of the Nomination Committee or the

vice Head of the Nomination Committee and at least half of the elected members are present. In the event of disagreement within the Nomination Committee regarding whether a candidate should be nominated or not, a vote is conducted using a simple majority. In case of a tie, the Head of the Nomination Committee has the casting vote. The Nomination Committee does not disclose whether a vote has taken place or the voting results.

If the Nomination Committee is not quorate

If the Nomination Committee is not quorate, the candidacies are sent to the Representative Assembly without any preparation.

Vacancy

The Nomination Committee has the option to propose a vacancy for a position even when candidates are available.

Nomination to another position

The Nomination Committee has the discretion to nominate a candidate for a different position of trust than the one applied for, provided that they do not intend to nominate the candidate for the applied position. The Nomination Committee must ensure that the candidate accepts the nomination for a position other than the one applied for before officially nominating the individual.

Confidentiality

The Nomination Committee maintains confidentiality regarding who has applied for positions, which positions have been applied for, and the information revealed during interviews. The Nomination Committee is prohibited from disclosing discussions about the candidates, and anyone participating in the Nomination Committee's work should trust that the information remains within the committee. At the end of the operational year, the Nomination Committee has to delete such information from its shared servers that falls under the confidentiality requirement.

In cases where information reaches the Nomination Committee indicating that a person who has applied is directly unsuitable for a position of trust, such as issues related to different forms of abuse or actions that may have criminal or offensive characteristics, the Nomination Committee is allowed to gather further information about the incident with the involved parties. This should be done with great discretion and assurance that the informants understand they are not allowed to disclose the candidate's name further.

If necessary, the Nomination Committee should inform the Presidium about which positions have been applied/not applied for so that the Presidium can disseminate relevant information to the members. If the President inquires about the current situation, the Nomination Committee has to provide an answer.

The Nomination Committee is not permitted to answer questions about who has applied for positions, except in cases where the Representative Assembly inquires whether a person who is a candidate or counter-candidate has been nominated by the Nomination Committee.

Autonomy of The Nomination Committee

The Nomination Committee should be autonomous in the sense that external parties should not control or influence the committee's work in a specific direction.

Diversity

Diversity should be an important aspect of the Nomination Committee's work in preparing positions. However, the Nomination Committee should not engage in quota-based practices.

Conflict of Interest

A board member or a member of The Presidium cannot be part of the Nomination Committee, nor can someone who is a candidate for a board member position, The Presidium, or any of the remunerated positions within the union. If any member of the Nomination Committee feels biased regarding a candidate or position, they should be transparent about it with the rest of the committee. Members of the Nomination Committee are allowed to encourage individuals to apply for positions, but should refrain from nominating candidates themselves.

A Nomination Committee member should not be present during the preparation of a position for which a close relative of the member is a candidate.

If a member of the Nomination Committee wishes to apply for a position

In the event that a Nomination Committee member wishes to run for an advertised position, they should inform the other members of the Nomination Committee before the internal preparations for that position. The Nomination Committee member should not be present during preparations of other candidates for the same position. The Nomination Committee member is encouraged not to submit their own candidacy but, instead, to counter-candidate directly to the Representative Assembly.

Double position

A Nomination Committee member can concurrently be a part of the Representative Assembly. In these cases, it is crucial that the person is clear about when they are speaking as an individual and when they are speaking as part of the Nomination Committee.