



Board of Governors Policy

POLICY TYPE: Governance Process **NUMBER:** GP-3

POLICY TITLE: Election of Executive of the Board

EFFECTIVE DATE: March 11, 2021 **REVISION DATE:** NEW

RENEWAL DATE: March 2023

1. BACKGROUND

- 1.1. Ontario Regulation 34/03 Section 5(2) states the Board of Governors shall, in accordance with its by-laws, annually or every two years elect a Chair and Vice Chair from among its members appointed under subsection 4(2) and the Chair and Vice-Chair are eligible for re-election.
- 1.2. The Board of Governors annually elects a Chair, 1st Vice Chair, 2nd Vice Chair and one or two Members-at-Large from among its external members, at the June Board meeting. These members serve in these roles for the following academic year (September to August). The positions make up the Board Executive.

2. POLICY STATEMENTS

2.1 Election of Executive

- 2.1.1 No later than the regular meeting of the Board in June of each year, the Board shall elect an Executive for the following year.
- 2.1.2 The Executive, in accordance with Section 21 of By-law #1, shall consist of:
 - Chair
 - 1st Vice Chair
 - 2nd Vice Chair
 - Member-at-large
 - Past Chair
 - 2nd Member-at-Large (if no past Chair)

The Executive will assume their responsibilities on the 1st of September each year.

The Executive are eligible for re-election.

2.1.3 If the Board fails to appoint any or all of such officers by September, the incumbents for whom no replacements have been appointed shall continue in office until their successors are appointed except in the case of a Governor whose term as governor has expired.

2.1.4 If one the of positions on the Board's Executive becomes vacant for any reason, the Board may appoint an external Governor to fill such a vacancy. Such a Governor shall formally agree to the appointment.

2.1. Terms and Eligibility

2.1.1. Only External Governors are eligible to be elected as members of the Executive.

2.1.2. The term of office for the positions of Chair, Vice-Chair, Members-at-large is one-year, effective September 1 of each year.

2.1.3. The positions, including those of Chair and Vice-Chair are eligible for re-election. There is no limit to how many years a Governor, including the Chair, can be re-elected. However, to provide for succession into the role, it is recommended that the Chair not be in their final year on the board.

2.1.4 Desirable attributes of a Chair and Vice-Chair include:

- Proven leadership skills;
- Excellent strategic and facilitation skills;
- Proven ability to influence and achieve consensus;
- Proven ability to act impartially and without bias, and display tact and diplomacy;
- Effective communication skills;
- Political acuity;
- The time to continue the legacy of building strong relationships between the College and stakeholders
- Proven ability to establish trusted advisor relationships with the President and other board members;
- Governance and board level experience; and
- Outstanding record of achievement in one or several areas of skills and experience used to select board members.

2.1.5. It is desirable for a Chair to have served as Vice-Chair.

2.1.6. Although only External Governors of the Board can stand for election as a member of the Executive, all Governors are eligible to nominate candidates and participate in the electoral process.

2.2. Election Date

- 2.2.1. At the regular meeting of the Board in June of each year, the Board shall elect the Executive from its external members.

2.3. Nominations and Election Process

- 2.3.1. Potential candidates for a position on the Executive must be nominated by another Governor. A Governor cannot nominate his/herself.

At the May Board of Governors Meeting, a Board Nomination Form will be distributed to all Governors, requesting nominations for the positions on the Executive. Governors are given two weeks to provide input.

Consent from the respective external Governor must be received prior to submitting the nomination.

- 2.3.2. The Board of Governors has delegated responsibility for reviewing the nominations and making recommendations for the Executive to the Nominating Committee. Recommendations from the Nominating Committee will be presented to the Board in June.

Notwithstanding the recommendations of the Nominating Committee, any Member of the Board of Governors may make additional nominations of external candidates at the June meeting.

- 2.3.3 The Chair of the Nominating Committee will preside over the elections of the Executive and follow the following process:
1. Each nominee, if they wish to do so, will have a few minutes to express their interest in being considered for one of the respective positions.
 2. Invite further nominations beginning with Chair. Nominator and Secunder required.
 3. Motion to close nominations for each position on the Executive.
 4. Nominees will be asked if they wish their name to stand.
 5. If more than one candidate is nominated for a position, a secret ballot will be held. If Board members are participating via technology, an email ballot will be accepted.
 6. Board Secretary and Treasurer will count ballots. (Note: In the event of a tie, the Chair will abstain from voting.)
 7. Member with most votes will be announced by the Chair, but not the number of votes.
 8. The process will continue for each position with a motion to appoint each member to the positions on the Executive.
 9. Motion to destroy ballots will be completed following the election of all positions on the Executive, if necessary.

3. MONITORING

3.1.1. The Nominating Committee shall have responsibility for annually implementation of the policy and shall make any recommendations for revision to the policy to the Board of Governors.

4. RELATED LEGISLATION

- 4.1 Minister's Binding Policy Directives
- 4.2 Confederation College By-Law No. 1
- 4.3 Ontario Colleges of Applied Arts and Technology Act, 2002
- 4.4 GP-4 - Roles of Chair and Vice-Chair of the Board