

ST. JEROME'S
UNIVERSITY



Recruitment & Appointment of Chair and Vice Chair of the Board of Governors

Board of Governors Manual

Approving Authority: Board of Governors

Established: April 4, 2013

Date of Last Review/Revision: June 2, 2016

Policy Statement

It is the policy of St. Jerome's University Board of Governors to conduct fair and transparent nominations and elections for required positions. Subject to the Bylaw and associated Board policies each member shall have the opportunity to let their name stand for nomination and election.

This policy provides a framework for the election of the Board Chair and Vice Chair. In accordance with the St. Jerome's University Bylaw Article 6.3 both the Board Chair and Vice Chair will be elected by members of the Board to serve a two-year term, following which he/she is eligible for re-election for a second, consecutive two year term. Further, in accordance with the Bylaw, Article 3.3 (c) only Members at Large are eligible to serve as Board Chair or Vice Chair.

Appendix A Supplemental Information

Nominations

At the beginning of the last year of the Chair's or Vice Chair's term, the Governance Committee will establish a Nominating Committee composed of at least two Board Members at Large who are not standing for election or re-election.

The Nominating committee will call for nominations, allowing one month for submission of nominations. Nominations may be made by any member of the Board and are to be accompanied by the nominee(s)'s consent.

For the position of Board Chair, a Nominee will normally have served as a standing committee chair. A Board member may nominate him/herself.

At the close of nominations, the Board will be notified of the nominees' names in advance of the election.

Should there be only one nominee at the close of nomination, that nominee is elected by acclamation. Confirmation by vote will take place at the following Board meeting.

Voting

Prior to voting at the Board meeting, time will be allowed on the agenda for each of the nominees to address the Board for a maximum of five minutes.

Anyone unable to attend the Board meeting in person when an election is being held may vote in advance by confidential email to a member of the Nominating Committee prior to noon on the day of the Board meeting/election.

A member attending the meeting by telephone or Skype may not change their advance vote.

Voting is by confidential ballot. There is no provision for proxy voting.

Ballots will include the election date, the office and term for which the election is being held and each of the nominee(s)'s names. The Nominating Committee will distribute confidential ballots to each member present.

The Nominating Committee will collect the ballots, add any ballots they have received in advance by email, and check-off the names on the list of voters, ie. all members of the Board, as ballots are cast.

The Nominating Committee will select a scrutineer who is not a Board member to accompany the committee to a separate room to count and then seal the ballots.

Results

Following the meeting the Nominating Committee will notify the candidates and send a notice to all Board members announcing the results of the election.

Following the announcement, the Nominating Committee will make a motion to destroy the ballots. At the following Board meeting the Nominating committee will make a motion to confirm the election results.