

NIPISSING UNIVERSITY

Policy Category:	General
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Policy Name:	Election of Board Officers Policy
Responsible Department:	University Governance Committee of the Board of Governors
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Approval Authority:	Board of Governors
Last Reviewed/Updated:	2022
Next Review Date:	2027

A. GENERAL

The Officers of the Nipissing University Board of Governors include the following three positions:

- Board Chair;
- Board Vice-Chair; and
- Board Vice-Chair Pro Tem.

These three positions are filled by election from amongst the non-constituent (external) members of the Board of Governors.

B. NOMINATION PROCESS

1. Call for Nominations

- (a) At least thirty (30) days prior to the annual meeting of the Board, the University Secretary, on behalf of the Chair of the University Governance Committee (UGC), shall notify Board members that preparations for the election of Board Officers is underway. All Board members shall be invited to submit nominations in confidence to the Chair of the UGC, via the University Secretary, for the positions of Chair, Vice-Chair and Vice-Chair Pro Tem.
- (b) The Chair of the UGC, in consultation with the Executive Committee and taking into consideration responses received following (a) above, shall contact nominated non-constituent members of the Board to determine if they will allow their name to stand for election to one of the officer positions.

2. Consideration of Nominations by the University Governance Committee

- (a) In a closed meeting of the UGC, the Chair of the UGC will present the names of those individuals who have agreed to stand for election. Where there is more than one non-constituent member of the Board who has agreed to allow his/her name to stand for a specific position, the UGC will deliberate on the merits of both members. If a member of the UGC is also one of the individuals whose names are being considered, the committee may ask the individual to excuse him/herself from the discussion.

- (b) The Chair of the UGC, on behalf of the committee, will present to the Board one nomination for Chair, one nomination for Vice-Chair, and one nomination for Vice-Chair Pro Tem. Such nominations shall be made in open session at the Board's annual meeting.

C. ELECTORAL PROCEDURES FOR BOARD OFFICERS

1. Election of Board Chair

- (a) In the open session of the Board's annual meeting, the Board Chair will invite the Chair or the Vice-Chair of the University Governance Committee (UGC) to announce the name of the individual being recommended for the position of Board Chair.
- (b) The Board Chair, or, in the event the Board Chair is standing for election, the Chair or the Vice-Chair of the UGC, requests verbal consent from the named individual.
- (c) Once the individual confirms his/her consent, a formal nomination is made on behalf of the UGC. The formal nomination will read as follows:

"That the Board of Governors accepts the recommendation of the University Governance Committee to appoint XXXXX to the position of Board Chair for a one year period effective July 1, 20XX."

- (d) The nomination shall be seconded from the floor and will be recorded in the minutes.
- (e) The nominated individual will be excused from the meeting.
- (f) A vote on the nomination is called for. The vote shall be by show of hands.
 - (i) If the majority vote is in favour of the nomination, the individual shall be declared elected to the position.
 - (ii) In the event the nomination is voted down, the UGC will be instructed to reconvene in order to reconsider its recommendation.
- (g) The nominee is invited to return to the meeting and the election result is announced.

2. Election of Board Vice-Chair and Board Vice-Chair Pro Tem

The elections of the Board Vice-Chair and the Board Vice-Chair Pro Tem follow the same procedure as that of the Board Chair.

Once an individual is elected, they become ineligible to contest any other elected position.

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- Approved by the Board of Governors on May 3, 2018 – Resolution #2018-05-06.
 - Reviewed and renewed by the Board of Governors on January 13, 2022 – Resolution #2022-01-03.