March 17, 2003

POLICY AND PROCEDURES FOR
ELECTION OF OFFICERS
TO THE BOARD OF GOVERNORS

Chair and Vice-Chairs: Officers, Terms and Eligibility

The officers of the Board will consist of one Chair and three Vice-Chairs. All positions will be for one-year renewable terms, effective September 1. In situations where terms are unexpectedly vacated, elections will be held to fill the remainder of the vacated term.

In accordance with Articles 6 and 7 of the Board of Governors’ by-laws (May 23, 2001):

a) the Chair and Vice-Chairs shall be elected annually from the Board’s appointed external members;

b) normally each succeeding Chair shall be selected from the members of the Board who have served the one-year term as Vice-Chair;

c) both the Chair and Vice-Chairs shall be eligible for re-election.

Election Date and Candidate Notification

Elections will be held at the June meeting of the Board of Governors. Members of the Board who are interested in being considered should notify the Board Secretary of their interest at least 14 calendar days before the June meeting. This information will be distributed to Board members prior to the June meeting.

In accordance with Robert’s Rules of Order, nominations can be made from the floor at the time of the election. In such instances, nominees must confirm their willingness to let their name stand. In cases where the member is physically or electronically present, this can be done verbally. In instances where the member is not present, the nominator must provide a written statement from the nominee agreeing to their nomination.

Election Procedures for Chair

1) The Chair of the Board of Governors will Chair the election process, provided he/she is ineligible to occupy any office being elected or he/she has declined to stand as a candidate for election to any such office(s). In the event the Chair is a candidate, a Vice-Chair will be elected by the Board to Chair the election(s), provided no conflict exists. The Chair will be eligible to vote, but will not be eligible to break a tie vote. In the event no Vice-Chair(s) are eligible or willing to serve, the Board will elect one of the College’s Vice-Presidents to act as a non-voting Chair during the election process;
2) The Chair will announce the names of those individuals who have already put their name forward;

3) The Chair will call for nominations from the floor;

4) Nominations will be closed;

5) Candidates will be offered an opportunity to speak to the Board, but will not be required to do so. The Chair will ask, “Does any candidate wish to address the Board?”;

6) The elections (secret ballot) will be held with the Board Secretary and the Treasurer counting the votes. In the event a majority (50% + 1 vote) is not achieved, the vote will be announced for each candidate and the candidate receiving the lowest number of votes will be dropped from the next ballot. This procedure would be continued until one candidate receives a majority of the votes cast (abstentions and spoiled ballots are not considered to be a vote). In the event a tie vote occurs, this will be announced and there will be one more vote. If the vote is still tied, the tie will be broken by a “coin toss”. Tie votes cannot be broken by the vote of the Chair;

7) Once a majority is achieved, the successful candidate will be announced without an indication of the actual votes received.

Election Procedures for Vice-Chairs

1) The same as those procedures for the Chair, except that:

   a) Board members will be able to vote for as many candidates as there are Vice-Chair vacancies;

   b) if needed, candidates will either be declared elected, if they received a majority of the votes, or dropped from the ballot if they have the lowest vote count and a majority for all vacancies is not achieved.

Other Considerations

1) Sequentially, the election of a Chair will always precede the election of a Vice-Chair;

2) Proxy ballots will not be allowed.

3) If situations should arise that are not adequately covered by these Policies and Procedures, Robert’s Rules of Order will prevail;
4) The approval of this document will result in the consolidation of all existing election-related policies and procedures;

5) These policy and procedures are effective for the 2003 election.