

FANSHAWE COLLEGE BOARD OF GOVERNORS' POLICY MANUAL

CATEGORY B - BOARD PROCESS

TITLE: APPOINTMENT/REAPPOINTMENT OF EXTERNAL GOVERNORS

POLICY NUMBER: **B-13**

EFFECTIVE DATE: 2017 10 05

REFERENCE: 36205, 37704, 38404, 39304, 39806, 41005, 42506, 44105,
49304, 51417, 53103, 55501, 55701

BACKGROUND INFORMATION:

The size and constitution of the Board and the terms for external Board members ("External Governors") are set out in the regulations ("Regulations") promulgated under the Ontario Colleges of Applied Arts and Technology Act, 2002, (the "Act") and College By-Law No. 1. A portion of the External Governors are to be appointed by the Lieutenant Governor in Council ("LGIC Appointees") and the balance are to be appointed by members of the Board at the time of appointment ("Board Appointees"). The Ministry of Advanced Education and Skills Development ("MAESD") has advised the Board that it has the authority to recommend candidates as LGIC Appointees and has requested that the Board assist it with making such recommendations.

Through this process, the Board will strive to recruit Board Members who are aligned with the Board's Vision and Mission, and the College's strategic goals, thereby resulting in a relevant and effective Board of Governors.

This policy details the procedure to be followed for the appointment / reappointment of Board Appointees and for the selection of candidates to recommend as LGIC Appointees.

THE POLICY:

1. Committee

- 1.1 The Board shall establish a committee to recommend to the Board candidates for the appointment/reappointment of Board Appointees and the recommendation for appointment/reappointment of LGIC Appointees.
- 1.2 The Chair of the committee shall be a member of the Board Process Committee as determined by the Board Process Committee. Additional Governors will be appointed as required by the Board upon recommendation by

the Board Process Committee, but not more Internal Governors than External Governors. A Governor whose reappointment is under consideration may not serve on the committee.

- 1.3 The President will serve as a member on the committee and may assist in the recruitment of potential candidates for External Governor positions.
- 1.4 To assist the committee in understanding the collective experiences of the Board, current Governors will be requested to complete a self-declaration form outlining relevant background and skills they bring to the Board as a member.

2. Appointment Process

- 2.1 The committee will arrange for an advertisement in the most prominent newspaper(s) and/or other relevant communications media in each of the college's county areas seeking individuals interested in becoming a member of the Board. An information package for potential applicants will be developed and provided to anyone who communicates an interest.
- 2.2 The committee may also consider suggestions for new appointees from Governors and other sources.
- 2.3 The committee will develop selection criteria and an interview questionnaire.
- 2.4 The committee will assess all applicants based on written curriculum vitae and personal recommendations, and will interview a short list of applicants.
- 2.5 The committee shall recommend to the Board for consideration as Board Appointees or for recommendation as LGIC Appointees, as the case may be, at least such number of candidates required to fill the vacant or vacating positions.
- 2.6 The committee will arrange for the submission of all requested documents to MAESD in respect of candidates which the Board elects to recommend as LGIC Appointees.

3. Reappointment Process

- 3.1 The committee will review and finalize a set of interview questions.
- 3.2 Each candidate for reappointment will be provided, in advance, a copy of the questions to be used at the interview.
- 3.3 Interviews of all candidates will be conducted by the committee which will document the candidates' responses to the questions.
- 3.4 The candidates will have an opportunity to review and amend, if necessary, the typed responses prepared by the committee.
- 3.5 At a subsequent in-camera meeting of the Board, the college resource personnel will be excused from the meeting such that those present will consist of Governors (including the President), and the Recording Secretary.

At the meeting:

- 3.5.1 Interview documents will be reviewed with an opportunity for Governors to ask the candidates further questions and for the candidates to make statements.
 - 3.5.2 The candidates will be excused one at a time (in alphabetical order) to allow an opportunity for further discussion in the candidate's absence.
 - 3.5.3 Ballots will be distributed by the Recording Secretary to all Governors (including the President) except those who are being re-appointed. Governors who are being re-appointed are not eligible to vote for themselves in accordance with legislation.
 - 3.5.4 A vote on the reappointment of a candidate as a Board Appointee or the recommendation of a candidate for reappointment as an LGIC Appointee, as the case may be, will be conducted by secret ballot.
 - 3.5.5 Ballots will be collected by the Recording Secretary. With all Governors present, the Board will direct the Chair to consider a motion to destroy ballots once the Corporate Treasurer and Recording Secretary have tallied the results.
 - 3.5.6 Ballots will be tallied by the Recording Secretary and the results communicated to the Board Chair.
 - 3.5.7 The Board Chair will communicate the results of the vote to the candidates on an individual basis.
 - 3.5.8 The Board will arrange for the submission of all requested documents to MAESD in respect of candidates which the Board elects to recommend as LGIC Appointees.
- 3.6 The Recording Secretary will note the outcome of the vote in the in-camera minutes.