

FANSHAWE COLLEGE BOARD OF GOVERNORS' POLICY MANUAL

CATEGORY B – BOARD PROCESS

TITLE: ELECTED COLLEGE OFFICERS

POLICY NUMBER: B-25.05

EFFECTIVE DATE: 2019 02 28

REFERENCE: 37306, 42506, 43810, 49403, 53603, 54308, 56701

BACKGROUND INFORMATION:

As a Corporation, the College is required to have officers consisting of a Chair and one or more Vice-Chairs (collectively the “Elected Officers”), a Secretary-Treasurer or a Secretary and a Treasurer, and the President (collectively the “Appointed Officers”), and such other officers as the Board may determine by resolution from time to time. Consistent with By-Law No. 1, this policy describes the role of the Elected Officers of the College. The appointment process and roles of the Appointed Officers of the College is set out in Board Policy B-25.08 (Appointed College Officers). For consistency with By-Law No. 1, the corporation known as The Fanshawe College of Applied Arts and Technology is defined herein as the “College”.

THE POLICY:

1. The College has three Elected Officer positions, namely the Board Chair, the First Vice-Chair, and the Second Vice-Chair (the “Elected Officers”).
2. The term of each Elected Officer position is for one year commencing September 1.
3. Each Elected Officer is responsible to the Board of Governors.
4. Only external Board Members may hold Elected Officer positions.
5. The Board Chair is solely responsible for:
 - 5.1 chairing meetings of the Board of Governors in accordance with Board Policy and its By-Laws.
 - 5.2 chairing meetings of the Board Process Committee in accordance with Board Policy.
 - 5.3 representing the Board of Governors, where appropriate, at functions or activities of the government, the Board, the College, and the community.
 - 5.4 speaking on behalf of the Board of Governors on all Board matters.
 - 5.5 applying disciplinary measures to Board Members in accordance with Board Policy, By-Laws, and any governing legislation.
 - 5.6 administering the terms and conditions of the President’s contract.
 - 5.7 delegating the authority of the Chair.

6. In situations where the Board Chair is temporarily unable to fulfill his/her duties, then the responsibility for assuming the role of the Board Chair will temporarily fall to the First Vice-Chair. Should the First Vice-Chair also be unable to fulfill the duties of Board Chair, then the Second Vice-Chair shall temporarily be assigned the role of Board Chair.
7. In situations where an Elected Officer is unable to permanently fulfill his/her duties, then at the discretion of the Board, an election may take place in accordance with the process described within this policy.
8. The process for the election of Elected Officers shall consist of two phases, namely, the nomination phase, followed by the actual elections.

Nomination Process:

- 8.1 A formal call for nominations will be issued at least one month prior to the elections, normally in March. The call for nominations will identify the positions to be filled and the Governors eligible to fill these positions. Board members interested in nominating another Board member for an Elected Officer position should verify with that Board member first to ensure the person is interested before submitting the nomination. All nominations are to be provided to the Board Office.
- 8.2 The Board Process Committee, including the President, shall serve as a Nominating Committee to ensure there are a sufficient number of candidates to fill the positions available. Members of the Board Process Committee may also recruit candidates.
- 8.3 The Nominating Committee may propose one or more candidates for each Elected Officer position for consideration by the Board. However, this does not preclude other candidates from being nominated from the floor at the time of the election.

Election Process:

- 8.4 Elected Officers are elected in the open session of a regular Board meeting, normally in April, using the following process:
 - 8.4.1 To avoid any perceived conflict of interest, the annual election process for all Elected Officers shall be convened by the Treasurer.
 - 8.4.2 The sequence of elections shall begin with the Board Chair, followed by the First Vice-Chair, followed by the Second Vice-Chair.
 - 8.4.3 In addition to any nominations received by the Nominating Committee, nominations for each position will be invited from the floor. Each nomination must be approved by the Board and accepted by the nominee, before another nomination is heard.
 - 8.4.4 Once all nominations have been declared, a motion is required to close the nominations.
 - 8.4.5 In order of nomination, all candidates will be allowed to briefly address the Board.
 - 8.4.6 Once all candidates have been heard, each Board member will cast one vote using a secret ballot.

- 8.4.7 The successful candidate must obtain a clear majority of votes by way of elimination balloting if necessary. If a tie vote results with only two candidates, then the winner shall be determined with the toss of a coin.
- 8.4.8 The Recording Secretary accompanied by the Treasurer will collect and count the votes. The Recording Secretary will report the results of each vote (not the count of votes) to the Board.
- 8.4.9 A final motion will be required to destroy the ballots.