

BOARD POLICY

POLICY TYPE:	Governance Process
POLICY TITLE:	Election of Chair and Vice-Chair of the Board
EFFECTIVE DATE:	February 2018
RENEWAL DATE:	February 2021

1. Background

- 1.1. Ontario Regulation 34/03 Section 5(2) states the Board of Governors shall, in accordance with its by-laws, annually or every two years elect a Chair and Vice-Chair from among its members appointed under subsection 4(2) and the Chair and Vice-Chair are eligible for re-election.
- 1.2. This policy aligns with Durham College By-law No. 1, Section 8: Election of Chair and Vice-Chair.

2. Policy statements

2.1. Terms and Eligibility

- 2.1.1. Only External Governors are eligible to be elected as Chair and Vice-Chair of the Board.
- 2.1.2. The term of office for the positions of Chair and Vice-Chair is one-year, effective July 1 of each year.
- 2.1.3. The Chair and Vice-Chair are eligible for re-election.
- 2.1.4. If the office of the Chair or Vice-Chair shall be or become vacant for any reason, the Board may appoint an external Governor to fill such a vacancy. Such Governor shall formally agree to the appointment.
- 2.1.5. Desirable attributes of a Chair and Vice-Chair include:
 - Proven leadership skills;
 - Excellent strategic and facilitation skills;
 - Proven ability to influence and achieve consensus;
 - Proven ability to act impartially and without bias, and display tact and diplomacy;
 - Effective communication skills;
 - Political acuity;
 - The time to continue the legacy of building strong relationships between the College and stakeholders
 - Proven ability to establish trusted advisor relationships with the

- President and other board members;
- Governance and board level experience; and
 - Outstanding record of achievement in one or several areas of skills and experience used to select board members.

2.1.6. It is desirable for a Chair to have served as Vice-Chair.

2.1.7. Although only External Governors of the Board shall stand for election as Chair or Vice-Chair, all Governors are eligible to nominate candidates and participate in the electoral process.

2.2. Election Date

2.2.1. No later than the regular meeting of the Board in June of each year, the Board shall elect a Chair and Vice-Chair from its external members.

2.2.2. It is recommended that elections take place in early spring to inform the planning for the following Board year, including appointments to Standing Committees.

2.3. Nominations and Election Process

2.3.1. Potential candidates for the office of Chair and Vice-Chair must be nominated by another Governor. A Governor cannot nominate his/herself.

2.3.2. The Board of Governors has delegated responsibility for conducting the election of Chair and Vice-Chair of the Board to the Nominating Committee.

2.3.3. The Board Secretary shall perform the duties of chief returning officer for the election.

2.3.4. If the Board fails to appoint any or all of such officers by July 1, the incumbents for whom no replacements have been appointed shall continue in office until their successors are appointed except in the case of a Chair or Vice-Chair whose term as governor has expired.

2.3.5. Following the close of the election, the Chair of the Nominating Committee will report back to the Board at its next regular meeting, announcing the outcome of the election.

3. Monitoring

3.1.1. The Nominating Committee shall have responsibility for annually monitoring the implementation of the policy and shall make any recommendations for revision to the policy to the Governance Review Committee.

4. Related legislation, Minister's Binding Policy Directives and other documents

- Durham College By-Law No. 1
- Ontario Colleges of Applied Arts and Technology Act, 2002
- Policy on Roles of Chair and Vice-Chair of the Board
- Procedure for Election of Chair and Vice-Chair of the Board

Board Procedure

PROCEDURE TITLE:	Election of Chair and Vice-Chair of the Board
POLICY TYPE & TITLE:	Governance Process – Election of Chair and Vice-Chair of the Board
EFFECTIVE DATE:	January 2018
RENEWAL DATE:	January 2021

1. Procedure

- 1.1. The Board Secretary shall email all members of the Board a minimum of three (3) business days prior to the commencement of the nomination period, outlining the policy on the Election of Chair and Vice-Chair of the Board and providing a copy of the Nomination Form.
- 1.2. The nomination period shall be five (5) business days in duration.
- 1.3. Completed Nomination Forms shall be returned to the Board Secretary who will perform the duties of chief returning officer for the election process.
- 1.4. Using the Declaration of Acceptance of Nomination form, the Board Secretary shall confirm with all nominees their willingness to stand for election.
- 1.5. To be declared a candidate, the Declaration of Acceptance of Nomination Form must be received by the Board Secretary prior to the close of the nomination period.
- 1.6. The names of nominators shall not be disclosed at any time.
- 1.7. Elections will be conducted electronically via a secure and confidential voting application. Each eligible voter will have one vote.
- 1.8. The duration of the voting period shall be two (2) business days.
- 1.9. Following the close of the election process, the Chair of the Nominating Committee will report back to the Board at its next regular meeting, announcing the outcome of the election.

2. Related documents

- Policy on Election of Chair and Vice-Chair of the Board
- Nomination Forms (for chair and vice-chair)
- Declaration of Acceptance of Nomination Forms (for chair and vice-chair)