

**Board By-law No.:** B1004  
**Title:** ELECTION OF OFFICERS OF THE BOARD  
**Approved by:** Douglas College Board  
**Issue Date:** March 17, 2011  
**Amendment Dates:** n/a

**Approval:** \_\_\_\_\_  
Board Chair Paul Wates, on behalf of the Board

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## COMPOSITION OF THE COLLEGE BOARD EXECUTIVE

1. The Board Executive shall consist of the Officers of the Board: one Chair and up to two Vice Chairs.
2. At the outset of the election process, the Board shall determine whether it requires one or two Vice Chair roles for the subsequent two-year term.

## EXPECTATIONS OF OFFICERS OF THE BOARD

3. Officers of the Board shall also serve as members of the College Board Executive and Governance Committee (BEGC), which shall meet with at least the same frequency as the College Board.
4. Duties specific to the roles of Chair and Vice Chair are outlined in separate by-laws.

## ELIGIBILITY AND TERM OF OFFICE

5. All elected and Order in Council Board members whose terms of office are such that they have a minimum of one year remaining in their term on the date of assumption of office (September 1) shall be eligible for office.
6. Elections shall normally be conducted once every two years, in odd-numbered years, during the May in camera meeting of the College Board.
7. The term of office shall be two years, commencing on the first day of September following an election and concluding on August 31 of the subsequent odd-numbered year.
8. Should a member of the College Board Executive be unable to complete his or her term, the member shall advise the BEGC in writing, in which case the Board may conduct a by-election to replace said member for the balance of his or her term.

## ELECTION PROCESS

9. The election processes shall be presided over by the College's Vice President, Finance and Administration/CFO or others as designated by the Board, in consultation with the President.
10. A call for expressions of interest in candidacy for the role of Chair and/or Vice Chair shall be issued during the March in camera meeting of the College Board.
11. Board members seeking candidacy for the role of Chair and/or Vice Chair shall communicate such expressions of interest in writing to the College's Vice President, Finance and Administration/CFO or others as designated by the Board, no later than the second day of April.
12. Candidates shall be identified to fellow Board members during the April in camera meeting of the College Board. In the event that the number of candidates for a given position is equal to (or, in the case of Vice Chair, less than) the number of available positions, such candidates shall be considered to have been elected by acclamation.
13. If there are sufficient candidates to warrant a vote, Board members shall, by secret ballot during the May in camera meeting, first elect the College Board Chair.
14. If there are sufficient candidates to warrant a vote, Board members shall, by secret ballot during the May in camera meeting, then elect one or two Vice Chairs.
15. The person(s) identified under Article 8 as presiding over the election processes and the Executive Assistant to the College Board shall serve as tellers who shall distribute, collect and count ballots when there are sufficient candidates to warrant a vote, and report the vote. Those with the most votes shall be declared elected.
16. In the event of a tie vote, the tie shall be broken by lot, in a manner determined by the person(s) identified under Article 9 as presiding over the election.