

Chair and Vice-chair Election

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Category: Board

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Authority:

Bylaws, section 11.

Background:

The bylaws require the members of the Board to elect a Chair and a Vice-chair by majority vote for a one-year term. The Chair position may be held by a Board member for a maximum of three consecutive terms; the Vice-chair position may be held by a Board member for a maximum of three consecutive terms.

Policy:

1. Elections take place at the last Board meeting in the College fiscal year with the term of office commencing April 1 of the current year running to March 31 of the following year.
2. College Nomination Forms are provided prior to the Board meeting where the election takes place. Board Directors may also choose to nominate a Chair/Vice-chair verbally, during the meeting.
3. If Nomination Forms are used, they may be submitted to the Registrar at any time prior to the vote. Nomination Forms are kept by the Registrar in College files.
4. At the election agenda item, the Registrar reads the names of the nominees received and calls for a discussion among Board Directors. Nominations from the floor can also be done following the discussion. Nominations from the floor are seconded and accepted by the nominee, after which the Registrar declares nominations closed.
5. If only one nomination is received for either position, the Registrar declares the nominee to be elected by acclamation. When more than one nomination is received for either position, election is determined by ballot. The Registrar distributes and counts the ballots, and announces the results. In the case of a tie, the election is decided by a random draw.
6. In the event that a Board member nominated for either position is not re-elected or re-appointed as a Board member, their nomination is removed.
7. The election is concluded by a motion to destroy the ballots.
8. Nominations are noted in the meeting minutes.

Chair and Vice-chair Nomination Form

In accordance to section 11 of the [CDBC bylaws](#) and Board policy Bd-17: Chair & Vice-chair Election, Directors of the Board must elect a Chair and Vice-chair annually, by a majority vote.

The Chair/Vice-chair term of office is from April 1 to March 31.

Nomination

Completed by the Director who is nominating the Chair/Vice-chair:

I, _____, CDBC Board Director, nominate
_____, as Chair of the CDBC Board

I, _____, CDBC Board Director, nominate
_____, as Vice-chair of the CDBC Board.

Signature of nominating Director

Date

Completed by the Director(s) accepting the nomination:

I, _____, CDBC Board Director, accept the nomination as a
Chair of the CDBC Board and agree to perform the responsibilities described in section 11
of the CDBC bylaws.

Signature of nominee

Date

I, _____, CDBC Board Director, accept the nomination as a
Vice-chair of the CDBC Board and agree to perform the responsibilities described in
section 11 of the CDBC bylaws.

Signature of nominee

Date