

**1.F-2020: Election of new Board Members Policy**

**1. Overview**

This Policy will provide St. Mary's University's Board of Governors the general criteria and procedures to fill vacancies on the Board of Governors. Filling of vacancies occurring in the Board membership shall be at the recommendation of the Governance & Nominating committee, and brought before the Board at the next meeting after the vacancies occur, or as soon thereafter as may be convenient.

**2. Identification of potential Board members**

The Governance & Nominating Committee shall maintain a list of prospective Board Members and a Skills Matrix of Members. Names of potential members will be submitted to the Governance & Nominating Committee. The Committee will determine the needs of the Board by consulting the Skills Matrix to identify skills that would be beneficial. Members of the Committee will consult with the potential members and, upon the individual's acceptance, inform them of the nomination process.

**3. Presenting Nominees to the Board**

Bylaw 3.5 provides that the Governance & Nominating Committee shall make recommendations to the Board. The Board then votes, following these procedures:

- The Chair shall present the list of nominees for the positions as provided by the Governance & Nominating Committee.
- In accordance with Roberts Rules of Order, Open nominations are usual.
- The Chair will call for nominations from the floor for each position.
- Nominations do not need to be seconded.
- A person may nominate themselves.
- Each person nominated from the floor should be asked to confirm their willingness to serve.
- Once there appears to be no more nominations, nominations are then closed by the Board Chair.
- The Board Chair should then repeat the list of nominees for the role and the vote is taken if there is more than one nominee.
- If only one nominee is presented for the position, then no vote would be needed. The individual will be acclaimed to the position.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited
Board of Governors	Governance & Nominating Committee	December 7, 2020	

#### **4. Renewing current Board Member terms**

In accordance with Bylaw 3.4, the term of office for Board members shall be three years. No individual shall be eligible for more than two consecutive full terms, subject to 3.2 and 3.5 of the Bylaws.

When a Board member reaches the end of their first term, the Governance & Nominating Committee will consult the individual to confirm their willingness to serve a second term. If so, the recommendation for the extension will be brought before the Board for vote at the December Board of Governors meeting.