

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

Election of Board Chair

SECTION/CODE:

Board By-Laws 1 – IV

APPROVAL DATE:

December 7, 2020

SUPERSEDES:

January 12, 2016

NUMBER OF PAGES:

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REVIEW DATE:

December 2024

BY-LAW IV

ELECTION OF BOARD CHAIR

1. At the Organizational Board Meeting in December of each year, and at the first meeting after a vacancy occurs in the position of Chair, the Board shall elect one Trustee to become Chair of the Board.
2. The procedure for the election of the Chair is:
 - 2.1 The Supervisory Officer shall preside over the meeting until the Chair is elected.
 - 2.2 Written nominations for the position of Chair must be submitted to the Supervisory Officer by a date in time designated by the Supervisory Officer within no less than 3 business days prior to the meeting date set for election.
 - 2.3 The Supervisory Officer shall contact each nominee no less than one day prior to the meeting date to determine if each nominee is willing to stand for election.
 - 2.4 When only one person elects to stand for Chair, that member shall be declared elected by acclamation.
 - 2.5 When more than one person elects to stand, the Supervisory Officer will confirm with each nominee whether he/she wishes to accept or decline the nomination, after which a vote shall be taken by secret ballot.
 - 2.5.1 The Supervisory Officer shall preside over the vote.
 - 2.5.1.1 The Supervisory Officer shall present each Trustee with a ballot containing the names of the nominees.
 - 2.5.1.2 When each Trustee has completed the ballot, the Supervisory Officer and Manager of Finance and Treasurer shall collect all ballots and tally the votes in secret.

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2.5.1.3 The Supervisory Officer shall announce the results of the vote without revealing the actual count.

2.5.2 A candidate receiving a majority vote of the Board shall be declared Chair of the Board.

2.5.3 In the event that no one candidate has a majority vote of the Board, the candidate with the lowest number of votes shall be removed from the ballot and a new vote taken.

2.5.4 In the event that there is an equality of votes, the votes shall be recast. If the equality remains, the candidates shall draw lots to fill the position of Chair.

2.6 Once the position of Chair has been filled, the election procedure shall be repeated for the position of Vice-Chair.

2.7 Upon election of the Vice-Chair, the Chair shall preside over the meeting.

2.8 The Supervisory Officer shall destroy all ballots.

3. The first duty of the newly-elected Chair is to review all Committees and designate members who are to serve on each Committee.

3.1 The Chair of each Committee shall be elected by the Committee Members.

3.2 Any member may appeal to the Chair for a change in committee designation.