

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

**POLICY MANUAL**

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**POLICY TITLE:  
SECTION/CODE:**

**Election of Board Chair**

**Board By-Laws 1 – IV**

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**APPROVAL DATE:**

**SUPERSEDES:**

**NUMBER OF PAGES:**

**REVIEW DATE:**

**December 7, 2020**

**January 12, 2016**

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**December 2024**

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**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.

**ELECTION OF BOARD CHAIR** (continued)

- 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.