PURPOSE/PHILOSOPHY

The highest standard of performance and effectiveness of the Board of Governors is dependent on the skills, ethical standards, and commitment of the individuals appointed and elected as members of this Board. In order to discharge its mandate and govern effectively, the Board relies on all of its members’ contributions to its work. Whenever possible, full membership will be maintained.

BYLAW

Therefore, in order to create a Board with the appropriate combination of skills, experience, and personal attributes, the Board will define and develop selection criteria to guide the process of appointment and election of Board members. When a vacancy is declared, a replacement member will be appointed or elected as soon as possible.

1. Composition of Board

1.1 The Board of the university is composed of 15 members as follows:

   (a) The Chancellor;
   (b) The President;
   (c) 8 persons appointed by the Lieutenant Governor in council, 2 of whom are to be appointed from among persons nominated by the alumni association;
   (d) 2 faculty members elected by the faculty members;
   (e) 2 students elected from students who are members of an undergraduate student society or a graduate student society;
   (f) One person elected by and from the employees of the university who are not faculty members (using the definition of support staff)

1.2 Persons not eligible to be members of the Board include:

   (a) Members holding public office as identified in the University Act; S23(1)(a)(b)(d)(e)
   (b) a person who is an employee of the university and who is a voting member of the executive body of, or an officer of, an academic or non-academic staff
association of the university who has the responsibility, or joint responsibility with others, to

(i) negotiate with the Board, on behalf of the academic or non-academic staff association of that university, the terms and conditions of service of members of that association, or

(ii) adjudicate disputes regarding members of the academic or non-academic staff association of that university.

(c) A person who holds full-time positions at more than one university, and is a member of the Board at one university, cannot serve on the Board at another.

(d) A member of the Board who ceases to be eligible during his or her term of office immediately ceases to be a member of the Board.

2. **Term of Office**

   2.1 The terms of office are three years for faculty and support staff elected to the Board, and one year for students elected to the Board, and after that until a successor is elected.

   2.2 The Chancellor and President are members of the Board for so long as they hold their respective offices.

3. **Reappointment or Re-election**

   3.1 The appointed members of the Board are eligible for reappointment and the elected members are eligible for re-election but those members must not hold office for more than six consecutive years.

4. **Vacancies on the Board**

   4.1 If a vacancy arises on the Board because of the death of a member or for any other reason before the end of the term of office for which a member has been appointed or elected, the Secretary of the Board must enter a declaration of the vacancy in the minutes of the Board.

   4.2 A declaration under subsection (4.1) is conclusive evidence of the vacancy.

5. **Method of Filling Vacancies and Effect of Vacancy**

   5.1 If a vacancy exists in respect of an appointed member, the Lieutenant Governor in council must appoint a person to fill the vacancy.

   The Nominating Committee of the Board has the responsibility of developing recommendations for the appointment or re-appointment of Order-in-Council members of the Board. These recommendations will be based on identifying the balance of competencies and personal attributes needed by a potential Governor in
the specific time period. Working with the Crown Agencies and Board Resourcing Office (CABRO), the Nominating Committee will submit a list of potential Governors to be ratified by the Board and forwarded to CABRO.

5.2 If a vacancy exists in respect of an elected member, the Registrar will conduct by-elections in a timely manner, pursuant to the “Procedures for the Conduct of Elections to the Board”, attached as Appendix ‘A’. If three or fewer months are remaining in the term of office, the place will remain vacant until the regular annual elections take place.

5.3 A person appointed under subsection 5.1 or elected under subsection 5.2 holds office for the remainder of the term for which the person’s predecessor was appointed or elected.

5.4 A vacancy on the Board does not impair the authority of the remaining members of the Board to act.
APPENDIX “A”

PROCEDURES FOR THE CONDUCT OF ELECTIONS TO THE BOARD

These procedures have been developed to meet the requirements for elections, as set forth in the University Act of the Legislative Assembly of British Columbia.

The elections will be conducted by the Registrar.

DEFINITIONS

The following definitions have been drawn from the University Act and applied to the University of the Fraser Valley (UFV).

"Faculty member" means an employee of UFV who works as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the Senate.

"Support staff" means an employee of UFV who is not (a) an officer of the university, or (b) a faculty member.

"Student" means a person who is presently enrolled at UFV in a credit course or who is designated by resolution of the Senate as a student.

“Officer of the University” is the president, a vice-president, an associate vice-president, a dean, an associate dean, an executive director, an associate director, a director (excluding directors of schools within a faculty who are voting faculty members), the Registrar, University Secretary, Chief Information Officer, University Librarian, and Legal Counsel.

“Employee of UFV” refers to a person who has a permanent or continuing employment contract with UFV.

PROCEDURES

1. Nominations

   1. A notice of the regular annual election and call for nominations shall be made at the Board meeting in January. When a vacancy is identified, the notice of the by-election and call for nominations shall be made at the same Board meeting if appropriate.

      Nominations will be open for three weeks.

      If no candidates are nominated during the nomination period, the call will remain indefinitely extended until a nomination is filed.
2. Candidates must be nominated to a position by five persons entitled to vote in the election. These nominators must be members of the group associated with the position.

Candidates may not accept a nomination for more than one position.

Candidates must be members of the group which elects them. They must sign the nomination, indicating a willingness to stand for the position and agreement to serve the term.

3. The Registrar will request each candidate to provide the following information, as applicable:
   
   (a) the candidate's education credentials and the dates of them;
   
   (b) the candidate's occupation;
   
   (c) offices held by the candidate at this university or in any other organization;
   
   (d) the candidate's other professional or business interests;
   
   (e) the candidate's publications.

   Each candidate may also provide a statement of up to 150 words on the candidate's views on matters rightfully falling under the jurisdiction of the Board.

   This information and the statement will be printed with the list of candidates and voting instructions. These will be posted no later than the week following nominations.

   If only as many candidates are nominated for the Board as are required to be elected, the candidates are declared to have been elected.

2. Election Registers or Voters’ Lists

1. Faculty and Staff

   The Registrar will, upon a call for nominations, prepare an election register or voters’ list, which is an alphabetical list of the names and UFV addresses of the faculty and staff who are entitled to vote at an election.

   The election register will be open for inspection at all reasonable hours by all members entitled to vote.

2. Students

   The Registrar will also keep an alphabetical list of the names of all students, including those who are members of the Student Union Society. This list will be brought up to date at the call for nominations and just before voting begins.
3. Voters for a representative of an area must be members of that area.

4. Only those persons whose names appear in the election registers are entitled to vote at an election.

3. Voting

1. The voting will be held at least four weeks after the close of nominations.

2. Candidates may conduct an election campaign until the voting begins. The candidates are responsible for removing all posters and campaign material within sight of any designated polling station prior to the start of voting.

3. Balloting will take place over at least a three day, but preferably a four day, period. The Registrar will determine an appropriate method for voting that maintains the confidentiality of the process, but allows a maximum amount of voter participation.

4. Results

1. The Registrar must report the results of the election to the Board at the first meeting following the election.

2. The candidate with the highest number of votes will be declared the winner.

3. If there is a tie vote between two or more candidates for an office, the Board must cast the deciding vote.

5. Appeals

1. Any appeal of the contents or classifications in the voters’ lists should be made to the Registrar at least two weeks before voting begins.

2. Any appeal of the conduct of the election shall first be made to the Registrar. If the matter is not resolved, then it may be referred to the Governance Committee of the Board.

6. Changes to the Procedures

1. The Registrar will review the procedures after each election, and make recommendations for changes to the Board.