

BRIEFING NOTE

Special Council meeting – November 23, 2020

Subject

Formalization of the Executive Committee election process

Background

The Executive Committee, comprising three professional members and two public members from Council, is elected annually. At the Council meeting held on November 5, 2020, it was suggested to have the five Executive positions listed by role and *then* voted on by Council at an upcoming Council meeting ‘one position at a time,’ starting with the President. Council members elected to the roles listed below will automatically be on the Executive Committee.

Council is being asked to approve this voting process for the Executive Committee to allow the process to be carried out annually. Council members may run for more than one position but ***cannot*** hold more than one of the positions listed below. Council members who are considering running for a position on the Executive Committee should do so based on both governance and committee chair experience, in addition to any applicable professional expertise.

If more than one Council member runs for any given position, all candidates running for that position will be notified ahead of the Council meeting and will have five minutes to present the case for their candidacy to Council.

Governance/HR and Audit/Finance/Risk Committees

At least one person on each of the Governance/HR and Audit/Finance/Risk committees shall be from the elected members of the Executive Committee (i.e., the chair) with the remaining members of each committee being appointed by the Governance/HR Committee.

Voting by Council

Voting for each position will take place by secret ballot to ensure a full democratic process free from bias or influence.

Executive Committee

Below are the five positions of the Executive Committee that are available for election:

- (i) President
- (ii) Vice-President
- (iii) Chair, Governance/HR Committee
- (iv) Chair, Audit/Finance/Risk Committee
- (v) Council Member-at-Large



The College President is considered an ex-officio member of both the Governance/HR and the Audit/Finance/Risk committees and may choose to attend their committee meetings at any time. Although the President may provide input into the committee discussions, they are not permitted to vote on any motions presented.

Decision for Council

To approve the process for Executive Committee elections going forward on an annual basis and to maintain this process unless specifically voted on otherwise in future by Council.

Supporting Materials

- [Briefing materials from the Nov. 5, 2020, Special Council meeting](#) – for reference only

Contact

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