



Effective date September 9, 2010

Approved by Capital Region Board

## ***SELECTION OF BOARD CHAIR OR INTERIM BOARD CHAIR, BOARD VICE-CHAIR AND BOARD CHAIR REVIEW***

### **PURPOSE**

To establish the process for selecting a Board Chair or Interim Board Chair and Vice-Chair of the Capital Region Board; and to establish the process for reviewing the Board Chair.

### **POLICY**

In accordance with the Capital Region Board Regulation, the Capital Region Board may select a Chair from among the representatives of the participating municipalities. The CRB Regulation also provides that the Minister of Municipal Affairs may appoint an Interim Chair of the Board who is not a representative from a participating municipality of the Capital Region Board. The process for selecting a Chair or Interim Chair shall be approved by the Capital Region Board. This selection process should be carried out in sufficient time to ensure that a Chair or Interim Chair is in place prior to the conclusion of the mandate of an existing Chair or Interim Chair. In addition, Board policy stipulates that a Board Chair review must be conducted every two years from the date of the Board Chair assuming the position of Board Chair.

### **GUIDELINES**

#### **Part A – Selection of a Chair for the Capital Region Board**

1. FOLLOWING A MUNICIPAL ELECTION OR A BOARD DECISION TO ELECT A NEW BOARD CHAIR:
  - a. The Chief Executive Officer (CEO) or designate shall recommend a process for electing the Board Chair for review by the Governance, Priorities and Finance Committee (GPF Committee) and for approval by the Board.
  - b. The CEO or designate shall circulate the Role and Authorities of Board Chair and Vice-Chair (Policy G014, Role and Authorities of Board Chair and Vice-Chair), to all Board members and solicit Board Chair nominations, providing a date in which all nominations must be received.
  - c. Upon nomination, the CEO or designate shall confirm with the Board member as to their ability and willingness to fulfill the role of Board Chair. The Board member must confirm that they wish to remain a nominee for the role of Board Chair.
  - d. Once all nominations have been received and nominated members have confirmed their nomination status, the Chief Executive Officer or designate shall send an email with list of nominees to Board members prior to the meeting at which the election shall take place.
  - e. At a regularly scheduled or special meeting of the Board, the CEO or designate shall administer the selection process of the Board Chair by secret ballot.
  - f. Prior to the ballot, all standing nominees shall be provided an opportunity of no more than five minutes to address the Board.
  - g. Each Board member receives one vote; the successful nomination of the Board Chair requires a simple majority vote (fifty (50) percent plus one of total membership).

- i. In cases where no nominee has received a total of thirteen (13) votes, then another secret ballot shall be conducted with the two nominees who received the most votes;
  - ii. Each nominee—at this stage—shall be provided an opportunity of no more than five minutes to address the Board,
  - iii. Each nominee—at this stage—has an opportunity to withdraw from the process.
- iv. If more than two (2) nominees are tied with the most votes, another secret ballot shall be conducted.
- v. If a tie remains after this secret ballot then the names of those nominees shall be placed in a hat, and two (2) names drawn after which another secret ballot shall be conducted.
- h. In cases where there is tie between the final two (2) nominees (neither has received a total of thirteen (13) votes), then those names shall be placed in a hat, and a single name drawn.
- i. The single name drawn shall be Board Chair

## 2. TERM

An elected Board Chair shall remain in position until after the:

- a. Next municipal election and until such time the Board has elected a new Board Chair;
- b. The Board Chair resigns;
- c. The Board elects a new Board Chair; or
- d. An Interim Chair is appointed through Ministerial Order.

The Board shall review the term of the Chair after two (2) years of service prior to re-confirming the Chair's appointment.

## 3. BOARD CHAIR REVIEW

- a. The Board Chair must provide written expression of interest to the Board of their desire to stay serving as Board Chair.
- b. The CEO will recommend a process and date for the Board Chair Review, for review by the GPF Committee and for approval by the Board.
- c. The CEO will circulate the Role and Authorities of the Board Chair and Vice-Chair (Policy G014, *Role and Authorities of Board Chair and Vice-Chair*), to all Board members.
- d. At a regularly scheduled or special meeting of the Board, the CEO will administer the Board Chair review process by secret ballot.
- e. Prior to the ballot, the Board Chair will be provided an opportunity of no more than five minutes to address the Board.
- f. The Board Chair will hand over Chair duties to the Board Vice Chair for the purpose of the vote.
- g. The Board Chair will be excused from the Board Chair Review vote, and the Board Chair's municipally designated alternate will fill the role of the Board Chair's municipality for the Board Chair Review vote.
- h. Each Board member receives one vote; the review of the Board Chair requires a simple majority vote (fifty (50) percent plus one of total membership).
- i. If the Board Chair review process determines a new Board Chair is to be selected, the Board will follow the process as outlined in this policy in Part A, Section 1.
- j. After a Board Chair Review, the Board Chair will remain in position until after the Board elects a new Board Chair.

### Part B – Selection of an Interim Chair for the Capital Region Board

Eight months prior to each municipal election, the CEO or designate shall recommend a process to the GPF Committee to facilitate a decision by the Board as to whether they wish to continue with a Board elected Chair or recommend an Interim Chair to the Province.

1. SHOULD THE BOARD DETERMINE THAT AN INTERIM BOARD CHAIR IS IN THEIR BEST INTERESTS, THE FOLLOWING STEPS SHALL OCCUR:
  - a. The Board shall assign an Interim Board Chair Selection Committee to facilitate the recruitment process.
  - b. The CEO or designate shall formally advise of the Province of the Board's decision.
  - c. The CEO or designate shall support the Interim Board Chair Selection Committee in selecting a recruitment process and vendor.
  - d. In consultation with the Board, the Board Chair Selection Committee shall recommend candidate(s) for the Province's consideration.
  - e. The Interim Board Chair shall be appointed once the Province has made a decision and issued a Ministerial Order.
  
2. ANNUAL PERFORMANCE REVIEW
  - a. Each year, after consulting the Province, the CEO or designate shall recommend a process to the GPF Committee to assist the Board in conducting an annual performance review of the Interim Board Chair.
  - b. The GPF Committee shall bring forward their recommendation to the Board for approval.
  
3. TERM
 

An Interim Board Chair shall remain in position until after the:

  - a. Ministerial Order expires or is rescinded;
  - b. The Interim Board Chair resigns; or
  - c. A Board Chair has been elected by the membership.

### Part C – Selection of the Vice-Chair for the Capital Region Board

1. The Board Vice-Chair may only be filled by a member who fills the role of Board Member
2. The Board Vice-Chair shall not be filled by an alternate position
3. The following member positions will fill the role of Board Vice-Chair, in the following order. In the event that the first member position is unavailable for Board Vice-Chair it will be filled by the second position. If the second position is unavailable, the Board Vice Chair will be filled by the third position, and so on;
  - I. Chair of the Governance, Priorities and Finance Committee
  - II. Chair of Advocacy and Monitoring Committee
  - III. Chair of Land Use and Planning Committee
  - IV. Chair of Transit Committee
  - V. Chair of Housing Committee
4. In the event that the Chair or Vice-Chair is not available the CEO shall seek a voluntary interim Chair for Emergent needs.
5. At no time shall any municipality have more than one vote.



Nolan Crouse, Board Chair

Revisions		
Date	Status	Comments
May 28, 2015	Revised	Added Board Chair Review process
June 17, 2015	Revised	Amended with input from Governance, Priorities and Finance Committee
July 20, 2015	Revised	Cleaned up Part C – Selection of Vice Chair for the Capital Region Board
August 13, 2015	Approved	Approved with amendments
August 20, 2015	Revised	Incorporated Board amendments
August 30, 2016	Amended	Clarified role of Board Chair after Board Chair Review
October 13, 2016	Approved	Board approved