

POLICY: Board Chair Election

Number: 1-003

Developed by: Governance Committee	Review or Revision by: Governance Committee
Approval Date: Initial: September 30, 2003 Review/Revised Date: November 2008; September 2011, November 25, 2014, March 31, 2015, May 30, 2017	Review or Revision Date: Every 3 Years
Approved by: Board of Directors	Signature(s) _____

Policy Statement:

The Directors shall elect the Chair of the Board from among themselves in April of the current Chair’s last term as Chair, to be ratified at the annual meeting of the Board.

Procedure:

The term as Chair shall be two (2) years. Where the Director has served two (2) consecutive years, an additional one (1) year may be served upon Board resolution.

In determining the Chair’s maximum length of service where the Chair was appointed to fill the unexpired term of the previous Chair, this time shall be excluded.

A Director eligible for nomination as Board Chair must:

- Be a current member of the Board of Directors;
- Have at least two (2) years remaining of eligibility to serve on the Board; and
- Must not be an Ex Officio Director. The Ex Officio Directors are the Chief Executive Officer, The Chief Nursing Executive, the President of the Medical Staff Association, and the Chief of Staff.

Nomination Procedure:

- The Governance Committee shall review the role description for the position of Chair and the priorities of the Board for the next two (2) years, and any specific skills and experience that may be appropriate.
- The Nomination Form, indicating the desired skills, will be distributed in March. A signature of the Nominator, Secunder, and the Director willing to stand as a Nominee. A list of eligible Directors is distributed with the Nomination Form in the March Board package;
- **Nomination Forms shall be returned to the Executive Assistant, Administration by (DATE);**
- The list of nominees will be included in the April Board package.

Election Procedure:

- The election will be held at the April meeting of the Board;
- The vote will be by secret ballot with the decision made by majority of votes;
- Two (2) Scrutineers who are members of the Board shall be elected at the March meeting;
- In case of a tie vote between two (2) Nominees, the Board Chair shall vote in order to break the tie;
- If there is only one Nominee and the Board rejects that Nominee, the nomination and election process will be repeated.



Nomination Form - Chair of the Board of Directors

Desired skills: (ENTER DESIRED SKILLS)

I nominate _____ for the position of Chair of the Board of Directors of Guelph General Hospital. This nomination is for a two (2) year term commencing (DATE)

Nominator *(please print and sign name)*

Date

Secunder *(please print and sign name)*

Date

I agree to be a nominee for the position of Chair of the Board of Directors of Guelph General Hospital and if elected, to commence the role of Chair in (DATE)

Nominee *(please print and sign name)*

Date

Please return completed form to the Executive Assistant, Office of the Secretary, Administration Department, Guelph General Hospital no later than (DATE).