

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

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

Election of Board Vice-Chair

Board By-Laws 1 – V

APPROVAL DATE:

SUPERSEDES:

NUMBER OF PAGES:

REVIEW DATE:

December 2, 2024

December 7, 2020

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ELECTION OF BOARD VICE-CHAIR

1. The election of Vice-Chair shall be conducted in accordance with the procedure established for election of the Chair.
2. The procedure for the election of the Vice Chair is:
 - 1.1 The Supervisory Officer shall preside over the meeting until the Vice Chair is elected.
 - 1.2 Written nominations for the position of Vice 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.
 - 1.3 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.
 - 1.4 When only one person elects to stand for Vice Chair, that member shall be declared elected by acclamation.
 - 1.5 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.
 - 1.5.1 The Supervisory Officer shall preside over the vote.
 - 1.5.2 The Supervisory Officer shall present each Trustee with a ballot containing the names of the nominees.
 - 1.5.3 When each Trustee has completed the ballot, the Supervisory Officer and Manager of Finance and Treasurer or Administrative Assistant shall collect all ballots and tally the votes in secret.

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- 1.5.4 The Supervisory Officer shall announce the results of the vote without revealing the actual count.
 - 1.5.5 A candidate receiving a majority vote of the Board shall be declared Vice Chair of the Board.
 - 1.5.6 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.
 - 1.5.7 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 Vice Chair.
 - 1.6 After the Vice Chair of Board has been awarded after a vote a motion will be requested for the Supervisory Officer to shall destroy all ballots.
 - 1.7 Upon election of the Vice-Chair, the Chair shall preside over the meeting.
3. In the absence of the Chair, the Vice-Chair shall preside over all Regular and Special Meetings of the Board.