



## COLLEGE OF THE NORTH ATLANTIC GOVERNANCE POLICY

TOPIC: BOARD OPERATIONS

TITLE: NOMINATION TO THE BOARD – STUDENTS

Policy No. GP-BO-213

Supersedes: N/A

Related Policy GP-GR-801

Effective Date: February 20, 2017

### *Purpose*

This policy outlines the processes for identifying and nominating for appointment, the student members of the Board of Governors of College of the North Atlantic; establishes eligibility and other provisions governing a student's selection to, or continuation on the Board; and outlines procedures to be followed when vacancies occur.

213.1 The Board shall ensure an appropriate process is established for selecting the student representative for nomination to the Minister to serve as members of the Board and shall ensure it is consistent with Section 10(4) of the College Act, 1996 as follows:

- (1) The Lieutenant-Governor in Council shall appoint all members of the Board.
- (2) Two of the Members appointed to the Board shall be students of the college nominated by the executive body of the student association of the college (CNASU).

213.2 (a) A selection process shall be established under the direction of the student association and shall be documented in guidelines or by-laws of the association.

(b) The selection process will normally be undertaken prior to the conclusion of the appointed term of office of the previous member (March for terms expected to conclude that June and early October for terms expected to conclude that December or Winter Semester); or may be triggered at the request of the Board in the event of a mid-term vacancy or other situation.

(c) It is the responsibility of the Secretary to the Board, following consultation with the Chair of the Board and/or President of the College, to notify the executive body of the student association and request the selection of a replacement for nomination to the Lieutenant-Governor in Council when one of the conditions in 213.2 (b) is triggered.

(d) To support the student selection process, the Secretary shall arrange, at a time agreed with the CNASU Chair, for the Chair of the Board or a designate to hold an pre-information session / dialogue with prospective nominees from the student association.

(e) The selection process established by the executive body of the student association shall comply with the following:

- (1) Be fair, equitable and transparent to eligible participants, the student body and external interested parties;
- (2) Provide for consideration of diversity of representation, as defined by the student association; and
- (3) Provide for an appeal process.

### 213.3 *Eligibility for Selection and Nomination*

To be eligible for selection and nomination as a Board Member, a student must be:

- (1) Currently registered at a campus of the college in Newfoundland and Labrador;
- (2) Enrolled in a program, the remaining period of which is expected to endure for two or more years;
- (3) In clear academic standing; and
- (4) Eligible for selection under the rules of the student association of the college.

### 213.4 (a) *Term of Office*

- (1) The term of office of each student nominee shall be no more than two years as defined by the College Act, 1996.
- (2) Members who are eligible under 213.3 (1), (3) and (4) may be reappointed to the board for a second consecutive term of 1 or 2 years, provided they are enrolled in a program the remaining period of which is equivalent to or longer than the length of the second appointment term.
- (3) Section 213.3.2 notwithstanding, a student member of the board whose appointment has expired (and who is a registered student in clear standing) continues to be a member of the board until a successor is appointed or the member resigns their position.
- (4) An appointed student member who is placed on conditional status may continue to serve on the Board on the recommendation of the AVP Student Services.

(b) *Mid-term Vacancy*

- (1) Resignations shall follow the procedure established for board members.
- (2).(i) Mid-term vacancies may be filled by the student receiving the next highest votes provided the Association's original selection was via an election process and that individual is still eligible and willing to serve; or by another process mutually agreed by the Board and the executive body of the student association of the college.
  - (ii) If filled by the student receiving the second highest number of votes, the term of office shall be limited to the remainder of the term of the original appointee. Upon the conclusion of that term, an appointee who remains eligible under 213.3 may be reappointed to the board for a second consecutive term.
- (3) In the event of an early vacancy the Executive Secretary shall, upon the request of the Chair of the Board, notify the student with the next highest votes of the vacancy and extend an offer of interim appointment.
- (4) Where election was by acclamation or there is no candidate eligible and willing to serve, a determination will be made whether a new election should be called.
- (5) The Secretary to the Board will assess the circumstances surrounding vacancies and provide the Board with a recommended plan of action

213.6 Results of the selection process shall be publicly posted.

213.7 Submission of the name of the successful nominee(s) is by the executive body of the student association of the College.

213.8 (a) Submission shall be to the Board and the President for forwarding to the Minister responsible for CNA. In the absence of the Chair, the President may forward the nomination on the Board's behalf.

(b) To provide for effective staggering of members terms of office, the nomination may be accompanied by a Board recommendation on the length of term of a student nominee. No recommended term shall be less than one year or exceed two years.

213.9 This policy and its attendant procedures shall be reviewed on a schedule to be determined jointly with the student association of the college.

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Approved by: Board of Governors, BM 01-16-08

Date: March 8, 2016