



POLICY

POLICY	Policy for Vice President Appointment
NUMBER OF POLICY	CO-22-71
DATE OF POLICY	June 17, 2022
APPROVED BY	Council

OVERVIEW

Beginning with the 2021/22 Council term, Council will select one of its elected Councillors to serve as Vice President for a one-year term. The following outlines the process for appointing the Vice President at the inaugural meeting of Council.

PRE-MEETING

Prior to the inaugural meeting, the process is to be initiated.

- The Governance Sub-committee to discuss and recommend any changes to the Vice Chair needs assessment and role profile for the Council's consideration.
- The President to invite Council members to nominate another Council member or themselves for the role of Vice President on or before a specified date. Councillors nominating another member should have a conversation with the member to confirm their interest and willingness to be nominated.
- Candidates will be invited to provide a statement on or before a specified date outlining their background, qualifications and suitability to serve as Vice President.
- The President will collect the nominations received by the deadline and prepare a briefing note for the Council that will include:
 - Vice President Election Process
 - Vice President Needs Assessment
 - List of Nominated Council Members
 - Candidate Statements of Nominated Council Members

- The briefing note will be included in the material ahead of the meeting at which the election is due to take place.

DURING THE INAUGURAL COUNCIL MEETING

The Immediate Past President will Chair this section of the inaugural meeting and facilitate the Vice President appointment process.

STEP 1: REVIEW THE PROCESS

- Review and confirm understanding of the process approved by Council.

STEP 2: ARTICULATE NEEDS

- Council discussion to identify the most important attributes/ competencies at this point in time for the Vice President.

STEP 3: VICE PRESIDENT NOMINATIONS

- Review the list of names of those who were nominated for the role of Vice President.
- Chair to ask if there are any additional names to be put forward.
- Chair to conduct a random draw to determine speaking order.

STEP 4: VOTE

- If only one candidate is nominated, the position will be filled by acclamation. Council will proceed to approve a motion to appoint the candidate as Vice President for the Council year.
- If more than one candidate is nominated, each will be given the opportunity to say why they feel they would meet the attributes/competencies articulated. Candidates should limit their comments to no more than five minutes. Candidates who are not presenting will be required to leave the meeting while other statements are being delivered.
- Following delivery of the candidate statement, there will be an additional fifteen-minute period set aside for a question-and-answer session for each candidate. This session will be moderated by the Chair.
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- If more than two candidates are nominated, the Council will then vote for their preferred candidate by secret ballot. The successful candidate needs approval from more than 50% of the voting Councillors present at the meeting. Voting will take place in rounds: at the end of each round, if over 50% is not achieved by any one candidate, the candidate with the fewest votes will be removed from the ballot, and another round of voting will continue until a candidate has achieved the required threshold.
- In the event of a tie, the Council will continue to deliberate, giving the candidates another opportunity to speak, and call for another vote. An individual candidate may also resolve the tie by withdrawing from consideration. If there continues to be a tie, the Chair must hold a random draw to determine the successful candidate.
- The Chair will announce the successful candidate without providing the specific count.

STEP 5: MOTION

- The Council approves a motion to appoint the selected candidate as Vice President for the Council year.

At this point, a short recess is taken to determine the impacts of the election on the appointments of Councillors to its sub-committees. Any required updates will be brought to the immediate attention of Council, so that any required adjustments can be made and approved.

REVIEW DATES

June 17, 2022 (CO-22-71) Approved by Council

June 25, 2021 (CO-21-87) Approved by Council