



Chancellor Electoral Board Terms of Reference

Jurisdiction: President and Vice-Chancellor;

Approval Authority: Chancellor Electoral Board;

Established on: October 20, 2016;

Amendments: December 14, 2020

Quorum

Quorum shall consist of a simple majority of all filled positions.

Mandate

To elect (or re-elect) a Chancellor for a three year term or until a successor has been elected.

Composition

1. The President and Vice-Chancellor of Lakehead University shall serve as Chair
2. Twelve members appointed by the Lakehead University Board of Governors and twelve members appointed by the Lakehead University Senate
3. The University Secretary shall be a non-voting member and Secretary
4. The Director, Human Rights and Equity shall be a non-voting member.

Terms of Office

The Chancellor Electoral Board (the Board) elected member's terms shall commence on the date the Lakehead University Senate or the Board of Governors elects them. The Board shall automatically be dissolved once a Chancellor is elected.

Responsibilities

1. To approve and revise, as necessary, the Terms of Reference for the Chancellor Electoral Board.
2. To solicit nominations for candidates for the position of Chancellor, such as by placing notices as necessary and appropriate on the Lakehead University website and in

publications.

3. To evaluate candidates through the review of materials submitted and other sources as deemed appropriate.
4. To elect a Chancellor for a three year term or until such time as a successor is elected and when required, consider the re-election of the Chancellor.
5. To approve and revise, as necessary, criteria for the title of Chancellor Emeritus.
6. Electoral Board members are required to sign and adhere to the Chancellor Electoral Board Confidentiality Agreement.
7. The Chair shall prepare a final report for the Senate and the Board of Governors, notifying them of the newly selected Chancellor.
8. The Chair shall prepare a final report to be released to the University following the acceptance of the appointment by the candidate.

Parliamentary Authority

The rules contained in the most current edition of *Robert's Rules of Order Newly Revised* shall govern the Chancellor Electoral Board in all cases to which they are applicable and in which they are not inconsistent with these Terms of Reference and any special rules of order the Electoral Board may adopt.