

# **CHANCELLOR ELECTORAL BOARD TERMS OF REFERENCE**

**Approved by the Chancellor Electoral Board: October 20, 2016**

## **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 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

## **Terms of Office**

The Chancellor Electoral 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 the position of Chancellor.
- 3) To solicit, by placing notices as necessary and appropriate on the Lakehead University website and in publications, nominations for qualified candidates for the position of Chancellor.
- 4) To evaluate potential candidates through the review of materials submitted and other sources as deemed appropriate.
- 5) 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.
- 6) To approve and revise, as necessary, criteria for the title of Chancellor Emeritus, and determine whether to award the title of Chancellor Emeritus to any former Lakehead University Chancellor.
- 7) Electoral Board members are required to sign and adhere to the Chancellor Electoral Board Confidentiality Agreement as set out in Appendix A.

- 8) The Chair shall prepare a final report for Senate and the Board of Governors notifying them of the newly selected Chancellor.
- 9) 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.