

Policy Title: Board Member Selection Process
Policy Approver: Board of Governors
Policy Holder: Board of Governors
Category: Board Policy
Original Date: June 2014
Last Revised: September 2021
Next Review: September 2024

Policy Statement

The Yukon University Act outlines the process of selecting members for the Yukon University Board. Where the Board has discretion over recruitment, it uses a strategic approach to ensure its composition addresses a range of skills and experiences.

Approval Statement

With the consent of the Board of Governors and approval of the Chair of the Board of Governors, this policy is hereby deemed in effect the 24th day of September 2021.



David Morrison
Chair, Board of Governors

September 24, 2021

Date

1. The Board of Governors strategic process ensures that:
 - 1.1 All members of the Board have the requisite competencies as outlined in Policy BOG-02 Board Member Responsibilities to carry out their duties as Board members including the ability to participate fully in Board meetings and activities as well as other University activities.
 - 1.2 Board members are able to assist the University in achieving its mission throughout effective policy governance, strategic leadership and visioning.
 - 1.3 The Board as a whole reflects to a reasonable extent the diversity of the community served by the University and the programs/courses offered.
 - 1.4 Board members demonstrate an entrepreneurial attitude toward challenges and opportunities and strong and visible commitment to Yukon University.

2. The Board (collectively) and individual Board members should:
 - 2.1 Demonstrate (including but not limited to):
 - strong commitment to and interest in Yukon University
 - comfort/ability in working with a policy governance model
 - integrity and accountability
 - adaptability
 - sound judgment and problem solving
 - strong interpersonal skills
 - effective communication
 - courage of convictions
 - impact and influence
 - creativity
 - passion for learning
 - commitment and availability
 - independence and impartiality
 - awareness of northern and cultural values

2.2. Reflect the diversity of the community (including, but not limited to):

- gender
- culture
- ethnicity
- age
- place of residence
- occupation and expertise
- community interests and affiliations

3. The Board will identify a list of potential candidates for vacant member positions (see [Addendum A](#) – Yukon University Board of Governors Skills Matrix).

4. There will be an official process identified that the Board will use to attract potential candidates. This process will be reviewed and approved annually in consultation with the Minister of Education.

The Board of Governors of Yukon University believes that Board effectiveness begins with the diversity of skills and the personal commitment of Board members. The role of the Board in this pro-active approach is to identify candidates for public board members whose resources and backgrounds enhance the Board’s ability to carry out its mandate to the greatest extent possible. The Board must work with the Minister of Education to ensure a strong, cohesive and effective Board of Governors at Yukon University. Although the Minister may take into account the Board’s recommendations, the final decision on appointment rests with the Executive Council of Yukon Government.

Scope and Limitations of President

Not applicable.

Information and Monitoring Requirements

Not applicable.

Appointed by the Commissioner in Executive Council

As per the Yukon University Act:

“If a vacancy on the board exists in respect of a member to be appointed under subparagraph 13(1)(c)(i) or (ii), the Commissioner in Executive Council must appoint a person to fill the vacancy.”

Public Representatives (3-year term):

- Upon vacancy or anticipated vacancy, the University will notify the Minister of Education (“the Minister”) with a copy to the Deputy Minister of Education (DM) (preferably 6 months in advance) identifying the preferred skills based on our Board skills matrix. The YukonU website will also be updated to reflect the current vacancies on the Board of Governors.
- Department of Education will advertise for the position through the Executive Council Office (ECO) advertisement process.
- Applications and resumes will be forwarded to the University for collection and compilation.
- Once the deadline is passed, the University will put a package together for the Minister including a briefing note and all applications and resumes received.
- The Board Chair or designate is welcome to write a letter of recommendation/nomination on behalf of the full Board, supporting a specific applicant.
- Package is sent to Boards & Committees (B&C) Advisor to review with the Minister.
- Once a decision is made by the Minister, the department will prepare the Recommendation for Appointment/Revocation (RAR), DM and Minister sign RAR, RAR is brought to Cabinet for approval.
- Appointment becomes official when the Order In Council (OIC) is signed by the Commissioner (usually same day as Cabinet approval).
- Both the University and the Minister’s Office prepare letters for successful and unsuccessful candidates (letters are sent separately from each office).

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Community Representatives (3-year term):

- Upon vacancy or anticipated vacancy, the University will notify the Minister with a copy to the Deputy Minister of Education (DM).
- Department of Education will advertise for the position through ECO advertisement process.
- Applications and resumes will be forwarded to the University for collection and compilation.
- Once the deadline is passed, the University will put a package together for the Minister including a briefing note and all applications and resumes received.
- The Board is welcome to write a letter of recommendation/nomination supporting an applicant.
- Package is sent to Boards & Committees (B&C) Advisor to review with the Minister.
- Once a decision is made by the Minister, the department will prepare the RAR, DM and Minister sign RAR, RAR is brought to Cabinet for approval.
- Appointment becomes official when the OIC is signed by the Commissioner (usually same day as Cabinet approval).
- Both the University and the Minister's Office prepare letters for successful and unsuccessful candidates (letters are sent separately from each office).

First Nation Representatives (3-year term):

- Appointment of First Nation Board members is the responsibility of Yukon Government.
- Upon vacancy or anticipated vacancy, the University will notify the Minister of Education with a copy to the Deputy Minister of Education.
- The Board can write a letter to the Minister's office regarding preferred skills for new members based on the skills matrix.
- The Board can request the reappointment of First Nation Board members until their maximum term renewal is reached.

Appointed by Yukon University

General Representative (3-year term)

- As per the Yukon University Act, one person who is elected by the members referred to in paragraphs (a) to (g) and who is not a student or an employee or officer of the university” Section 13 (1)(h).
- Upon vacancy or anticipated vacancy, the Executive Assistant to the Board of Governors will notify the Board Chair, then Yukon University will put out an ad for application to the Board of Governors with specific requirements and eligibility.
- The Human Resources Committee will review the applications and recommend an applicant to the Board of Governors for approval.

Student Representative (1 year term):

- Upon vacancy or anticipated vacancy, the Executive Assistant works with the Yukon University Student Union (YUKONUSU) to advertise to all students and solicit a nomination. The YUKONUSU conducts an election and selects a nominee. Once the representative is appointed the Executive Assistant notifies the B&C Advisor in the Ministers Office and sends out communication to the University community on the newly-elected member.

Staff, Faculty, and Senate Representatives (3-year terms):

- Upon vacancy or anticipated vacancy, the Executive Assistant to the Board of Governors will execute an election by populating the Board of Governors Election Process document (See addendum B) The election process outline will be populated to reflect the vacant position open and sent out to the appropriate nominating and voter audience.
- Once the representative is appointed the Executive Assistant notifies the B&C Advisor in the Ministers Office and sends out communication to the University community on the newly elected member.

Addendum A – Yukon University Board of Governors Skills Matrix

See [BOG 17.0 Addendum A](#) on [Policies | Yukon University](#).

Addendum B – Yukon University Board of Governors Election Process for Senate, Faculty and Staff Representative)**Board of Governors Election Process****1. Goal**

The simple, yet fair, selection of the: (Insert applicable representative):

- Senate Representative
- Faculty Representative
- Employee Representative

2. Guiding Principle

In compliance with the Yukon University Act (hereafter YukonU Act) the Board must have: (Insert the following applicable representative):

- “one member of the senate who is elected by the members of the senate” section 13 (1)(d)
- “one faculty member who is elected by the faculty members; e) section 13 (1)(e)
- “one employee of the university who is elected by and from employees of the university who are not faculty members” section 13 (1)(e)

3. Internal Election Dates

Executive Assistant to the Board of Governors creates an election outline of important dates which includes timelines for nomination and voting and communications

4. Election Officer

Executive Assistant, Board of Governors

5. Membership Term

(Insert appropriate representative title) holds office for a term of 3 years and is eligible for reappointment or re-election (YukonU Act, 14(1)(b) and 16(1)).

When the term of a member of the board expires, the member continues to serve until reappointed or re-elected or until a successor is appointed or elected (YukonU Act, 14(2)).

6. Eligibility

Eligible candidates are current employees of the Yukon College who are not faculty members and with the term end date (for term employees) covering their 3 -year Board term of office.

If the Board staff member ceases to hold their position as staff, then their appointment will end (YukonU Act, 14(1)(3)).

If there are any questions regarding who qualifies to be a candidate, the Governance Office will make a final determination.

7. Nominations

Candidates must be nominated by employees of the university who are not faculty members (see section 2, Guiding Principles).

Nomination Form must be completed and submitted electronically.

8. Eligibility to vote

Eligible voters are current employees of the Yukon University who are: Insert appropriate not faculty members.

9. Voting

At the close of nominations, the names and personal statements of all nominated candidates will be placed on *Ballot Form*. Ballots will be distributed via email or can be picked up by eligible voters from the election officer in the Governance Office.

To ensure that only eligible voters can vote, completed ballots must be submitted either electronically or dropped off at the Governance Office in the presence of the election officer (AC admin assistant).

The election is won by the candidate who achieves a simple majority of votes cast.

In the event a simple majority does not decide the winner, the candidate receiving the fewest votes will be dropped from the ballot, and another round of voting may commence. Voting rounds will continue until one candidate has achieved a simple majority of the votes.

Apart from identifying the winner or names to be dropped from the ballot, all election results will be kept secret, and all ballots will be destroyed, both electronic and paper.

10. Election Results

Executive Assistant to the Board of Governors creates an election outline of important dates which includes timelines for nomination and voting and communications.