UVI Board of Trustees Officer Nomination Procedure

Chair, Vice Chair and Secretary

Current revision	October 17, 2026	**Revision cycle**	At least every three years; sooner as needed
Related policies	Board Conflict of Interest and Disclosure Policy; Code of Conduct for Trustees; Trustee Statement of Expectations	**Related authority**	UVI Bylaws; Governance Committee Charter

1. Purpose

To establish a formal and transparent process for nominating the Chair, Vice Chair and Secretary of the University of the Virgin Islands Board of Trustees for annual elections and officer vacancies.

2. Scope and Responsibility

This procedure applies to nominations for Chair, Vice Chair and Secretary of the Board of Trustees (the Board). The Governance Committee serves as the nominating committee and recommends a slate of candidates to the full Board for election.

3. Nomination Procedure

1. Annual nomination meeting. The Governance Committee will meet annually by the end of May to develop nominations for Chair, Vice Chair and Secretary. The Committee Chair will set the meeting. If the Board changes the annual meeting date, it may adjust the nomination calendar accordingly.

2. Call for and submission of nominations. The Committee Chair, with liaison support, will circulate the call for nominations and role descriptions to all trustees in advance of the deadline. Trustees must submit nominations in writing, by email or hard copy, to the Committee Chair or designee by April 30 at 5:00 p.m. This deadline applies to consideration by the Committee; additional nominations at the Board meeting are addressed in Step 5. Before recommending a nominee, the Committee will confirm eligibility, willingness to serve, and that the nominee has a current disclosure statement on file under the Board Conflict of Interest and Disclosure Policy; email confirmation is sufficient.

3. Declaration of candidacy and recusal. A Governance Committee member seeking nomination, including an incumbent Chair, Vice Chair or Secretary, shall notify the Committee Chair in writing and may not participate in the Committee's nomination meeting. This restriction applies to Committee consideration and recommendation, not the full Board's officer election. If the Committee Chair is a candidate, the Committee will designate a noncandidate member to coordinate the process. Recusals do not reduce the required quorum. If a quorum cannot be maintained, the matter is deferred and referred to the Board for resolution before the Committee acts, consistent with the Board Conflict of Interest and Disclosure Policy.

4. Distribution of nominations. The Committee Chair or designated noncandidate coordinator will compile the written nominations received and share the list with the Governance Committee at least 10 days before the scheduled meeting.

5. Recommendation to the Board. Committee members who are not candidates will consider the nominations, develop a slate for Chair, Vice Chair and Secretary, and vote on its submission to the Board for election at the annual meeting, normally held in June. After the Committee reports and before the election, the Board's presiding officer will invite additional nominations from trustees, unless a duly adopted Board rule provides otherwise.

4. Officer Vacancies

For a vacancy outside the annual election cycle, the Governance Committee will establish an expedited nomination schedule consistent with applicable notice requirements, replacing the annual deadlines and 10-day nomination-list distribution period. The Board will elect a replacement at its next meeting, provided notice of the election is included in the call of the meeting, as required by Article IV, Section 1 of the Bylaws. The other nomination safeguards in this procedure continue to apply.

5. Governing Authority

This procedure is subject to applicable law, the University's Bylaws, and duly adopted Board rules. Parliamentary questions will be handled in accordance with Article III, Section 3 and Article VI, Section 6 of the Bylaws, which provide for general parliamentary rules such as Robert's Rules of Order, as modified by Board rules.