

## **Nomination Process for Chair and Vice Chair – Approved October 31, 2009**

The Committee on Trustees has proposed the development of a more formal and transparent nominating **process** for the annual election of the Chair and Vice Chair of the UVI Board of Trustees. The Committee has established that the AGB best practice is to have the Committee on Trustees serve as a nominating committee, rather than establish a separate committee for this function.

The Committee on Trustees proposes the following nomination **procedure** to determine candidates for the positions of Chair and Vice Chair of the Board of Trustees. This procedure is derived from our current **practice** but is much more formalized and should also ensure that the nomination process remains transparent.

The following steps should be taken.

1. The Committee on Trustees will meet annually by the end of May for the purpose of developing nominations for the positions of Chair and Vice Chair of the Board of Trustees (“the Board”). This meeting will be set by the Chair of the Committee on Trustees.
2. Nominations from the Trustees for the positions of Chair and Vice Chair of the Board must be submitted in writing – either by email or hardcopy—to the Chair of the Committee on Trustees, or the Chair’s designee, no later than the 30th of April at 5:00 p.m. No nominations will be accepted by the Committee on Trustees after that time.
3. Any member of the Board of Trustees, who serves on the Committee on Trustees, should inform the Committee Chair in writing of his or her interest to be considered as a candidate for nomination. This includes the incumbent Chair and Vice Chair. The declaration of interest by a member of the Committee on Trustees in either of these positions will bar that Committee member from participating in the annual nomination meeting of the Committee.
4. The Committee Chair will develop a list of the written nominations that were received and share that list with the Committee on Trustees at least 10 days prior to the scheduled meeting.
5. At the annual meeting for nominations, the members of the Committee on Trustees who are not candidates for Chair or Vice Chair will meet and, based on nominations received, develop a slate of candidates that the Committee will vote on for submission to the Board for the annual meeting of the Board, which is normally held in June.