

## Board Member Resignations, By-Elections and Leaves of Absence

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<b>Executive Responsibility:</b>	Chairperson	<b>Procedure:</b>	

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### **STATEMENT:**

#### **1. Voluntary Resignation of Board Members**

Board members may resign their position by submission of a letter of resignation to the Chairperson or her designate, or by making a presentation to a meeting of the Board. Letters of resignation shall contain the date by which the resignation is to be in effect. Resignations must be ratified by the Board.

#### **2. Board Members Deeming to Have Resigned**

Bylaw XI 1 states that those members of the Board who have ceased to be members of the Students' Union shall be considered to have delivered their resignations. The Chairperson shall be responsible for ensuring that all Board members are Students' Union members in good standing.

Bylaw XI 2 states that members of the Board who have been absent from three (3) or more consecutive meetings of the Board without valid reason, as determined by a 2/3 majority vote of the Board, shall be deemed to have delivered their resignation.

Resignations deemed to have been delivered must be ratified by the Board. These provisions must not be used in a deleterious manner.

#### **3. Requests for Leaves of Absence**

Bylaw VI 5 makes allowance for members of the Board to be granted leaves of absence for up to one semester of their term. Such leaves shall be granted upon written request or upon a presentation being made to directly to the Board. Requests for leaves of absence should contain the beginning and end dates of the leave and the reasons why the leave is necessary. Leaves shall not be effective until ratified by the Board.

#### **4. Assignment of Executive Portfolios**

When a Board member holding an Executive portfolio resigns, or is granted a leave of absence, the Board may appoint an alternate member of the Board to fulfill the

responsibilities of the missing portfolio holder until her return, or until a new election/by-election can be held.

Such appointments shall be governed by the following:

- a. The opportunity for appointment must be noted on the agenda prior to the meeting at which the appointment is to take place such that all Board members are given access to the opportunity to serve.
- b. Only those Board members who are Directors At-Large, Faculty Representatives and Campus Representatives may seek nomination.
- c. The appointment shall end upon a date specified by the Board, the return of the member of leave or the election of a new member to serve in the vacant role.
- d. The appointed member shall be responsible for fulfilling all of the duties of the position and shall be entitled to an Executive Portfolio Stipend as per Policy 10.07.
- e. The appointed member must identify that they are serving in an "Acting" role only.

## **5. By-Elections for Vacant Positions**

The Board, in determining whether a by-election should be held in the case of a vacancy, shall apply the principles herein.

### **5.1 By-Elections for Executive and Advocacy Group Portfolio Positions**

If, prior to the posting of notice for the fall general election, an Executive or Advocacy Group portfolio position becomes vacant, a by-election shall be held. If a vacancy arises following the fall general election, the position shall remain vacant until the scheduled spring general election.

### **5.2 By-Elections for Directors At-Large**

If, prior to the posting of notice for the fall general election, one or more Director At-Large positions become vacant, a by-election may be held at the discretion of the Board.

### **5.3 By-Elections for Faculty and Campus Representatives**

It shall be the general practice of the Students' Union not to hold by-elections for Faculty and Campus Representative positions as part of the spring general election.

### **5.4 Exceptional Circumstances**

Notwithstanding the above, the Board may schedule a by-election outside of the fall and spring general election in such special circumstances as the number of active Board members falling below three (3) or such other circumstances deemed exceptional by a two-thirds (2/3) vote of the Board of Directors.

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