

1.0 Purpose

- 1.1 To outline the University of New Brunswick's policy on the Chairman of the Board, Vice Chairman of the Board, and Chancellor.

2.0 Applicability

- 2.1 University-wide

3.0 Definitions

- 3.1 None applicable

4.0 Implementation

- 4.1 TERMS OF REFERENCE: The Chairman of the Board of Governors is expected:
 - 4.1.1 to preside at all meetings of the Board and to call special meetings, at such times as he considers necessary, by giving due notice to each member of the Board (UNB Act, Section 28(6))
 - 4.1.2 to arrange the agenda and order of business for each meeting of the Board in consultation with the President and Secretary;
 - 4.1.3 to review annually or at other times the committees of the Board, with the President and Secretary, and to make recommendations concerning the powers, composition and membership of these committees;
 - 4.1.4 the Chairman will have access, through the University Secretary, to services, information and materials of the University;
 - 4.1.5 the Chairman will be an ex officio member of every Committee of the Board, and may designate the Vice Chairman in his absence.
- 4.2 TERM OF OFFICE: That the Board approve the recommendation that the Chair be elected for a two-year term of office, with a possible renewal for a further two years, following which at least one year must elapse before any further appointment as Chair
- 4.3 TERMS OF REFERENCE: The Vice Chairman of the Board of Governors is expected: To act in the place or stead of the Chairman when the Chairman is unable to act (UNB Act, Section 28(6)), and to represent the Chairman upon the latter's request.
- 4.4 TERM OF OFFICE: That the Vice-Chair be elected for a two-year term of office, with a possible renewal for a further two years, following which at least one year must elapse before any further appointment as Vice-Chair;

- 4.4.1 Notwithstanding this, the term of office of the Chair, and of the Vice-Chair must cease when membership on the Board ceases.
- 4.4.2 That the terms of Chair and Vice-Chair of the Board be so structured that they end on 30 June of alternate years.
- 4.5 CHAIRMAN AND VICE CHAIRMAN
 - 4.5.1 The committee recommends that there be a standing committee for nominations to the offices of Chairman and Vice Chairman.
 - 4.5.2 The committee recommends that the following be excluded from consideration in the election of either a Chairman or a Vice Chairman:
 - 4.5.2.1 all ex officio members of the Board;
 - 4.5.2.2 all elected faculty and student representatives on the Board;
 - 4.5.2.3 any member of the Board, regardless of method of election or appointment, who happens to be an employee of the University (including faculty members).
- 4.6 THE CHANCELLOR: That the term of Office of Chancellor of the University of New Brunswick be five years.

5.0 Interpretation and Questions

- 5.1 University Secretariat Office is located in Sir Howard Douglas Hall, Room 110. Questions concerning this policy may be directed to (506) 453-4613 sjd@unb.ca.