



Policy/Procedure Name:	Nominations Process for Board Officers
Manual: Governance	Number:
Section: Board Effectiveness	Effective Date: 01 SEPT 2011
Pages: 1 of 3	Revision Date: 11 MAR 2022

Scope

The policy pertains to the Muskoka Algonquin Healthcare (MAHC) Board of Directors and Board Committee Appointee Members.

Policy Statement

The selection process for Board Officers will be systematic, transparent, accountable and fair. The Governance Committee is responsible for ongoing succession planning for leadership on the Board and the recommendation of officers, including the Chair, Vice Chair(s), Secretary, and Treasurer. In accordance with the Corporate By-Law, the President and Chief Executive Officer shall be the Secretary unless otherwise determined by the Board.

The incoming Chair and the incoming Vice Chair(s) shall be an Elected Director. It is expected that the Vice Chair(s) will progress to the office of Chair in the ordinary course (subject to Board approval).

Board Officer terms are subject to Board Officers serving at the pleasure of the Board in accordance with Section 9.2 of the Corporate By-law. Despite annual terms, in furtherance of stable leadership and orderly succession planning, the following expected terms are set out below:

Chair	Two one year terms
Vice Chair(s)	Two one year terms, with the option to renew for an additional two one year terms
Secretary	One year term, renewable
Treasurer	Two one year terms, with the option to renew for an additional two one year terms

Procedure

The Governance Committee process for selection of Board Officers is as follows:

- Annually in January, the Governance Committee will confirm with the Board Officers if they wish to serve in their position for a subsequent year if eligible.
- The Governance Committee will advise the Board on the intentions of the Board Officers and solicit feedback on incumbents, and expressions of interest for any Directors wishing to be considered for a position.

Last Reviewed Date: 03/11/2022 00:00:00	Signing Authority: Board of Directors
Next Review Date: 03/11/2025 00:00:00	Version: 5.0
Disclaimer Message: A printed copy of this document may not reflect the current, electronic version in the MAHC Document Management System (DMS). Any copies of this document appearing in paper form should always be checked against electronic version prior to use.	
Date/Time Generated: Mar 31, 2022 09:30	Generated By: gbin\tammy.tkachuk



Policy/Procedure Name:	Nominations Process for Board Officers
Number:	
Effective Date:	01 SEPT 2011
Revision Date:	11 MAR 2022

Manual:	Governance
Section:	Board Effectiveness
Pages:	2 of 3

- Based on the information received from the Directors, the Governance Committee will develop a list of one or more candidates for each Board Officer position.
- Where there is only one candidate for a position, the Governance Committee will provide a recommendation to the Board having regard for the position description and qualifications, the results of Director evaluations, and the feedback received from the Board.
- Where there are multiple candidates for a position, the Governance Committee will interview potential candidates, having regard for the position description and qualifications, and the results of Director evaluations. The Committee will also canvass the Board on the perceived strengths and weaknesses of the potential candidates and agree on a nominee to recommend for appointment by the Board at the first Board meeting following the annual members’ meeting. The Governance Committee will ensure that minutes are kept with respect to deliberations on potential candidates, including the rankings and perceived strengths and weaknesses of each candidate. The minutes must contain sufficient detail to permit an independent observer to understand the methodology applied by the Governance Committee, including the weight of various factors in coming to its recommendation. The minutes will be provided for informational purposes to the Board.
- To avoid the perception of bias and in accordance with the Conflict of Interest Policy, members of the Governance Committee who are also seeking election as a Board Officer will be excluded from Governance Committee deliberations in relation to the position.
- To the extent practical, the Governance Committee deliberations will be completed to the May 30 of each year, and the nominee for appointment by the Board will be recommended to the Board prior to the annual members’ meeting and no later than the June Board meeting.
- In the event of a mid-term vacancy in the office of Chair, the Board, upon recommendation from the Governance Committee, may appoint the Vice Chair(s) as Chair or appoint another Director as Chair in extraordinary circumstances. It is expected that where there are two Vice Chairs, the first Vice Chair will progress to the office of Chair, and the Second Vice Chair will progress to the office of first Vice Chair. In the event of a mid-term vacancy in the office of Vice Chair(s) or Treasurer, the Board, upon the recommendation of the Governance Committee, may appoint another Director as Vice Chair(s) or Treasurer.

Last Reviewed Date: 03/11/2022 00:00:00	Signing Authority: Board of Directors
Next Review Date: 03/11/2025 00:00:00	Version: 5.0
Disclaimer Message: A printed copy of this document may not reflect the current, electronic version in the MAHC Document Management System (DMS). Any copies of this document appearing in paper form should always be checked against electronic version prior to use.	
Date/Time Generated: Mar 31, 2022 09:30	Generated By: gbin\tammy.tkachuk



	Policy/Procedure Name:	Nominations Process for Board Officers
Manual: Governance	Number:	
Section: Board Effectiveness	Effective Date:	01 SEPT 2011
Pages: 3 of 3	Revision Date:	11 MAR 2022

Cross Reference

- MAHC Corporate By-Law
- Conflict of Interest, Board of Directors

Notes

This material has been prepared solely for the use at Muskoka Algonquin Healthcare. Muskoka Algonquin Healthcare accepts no responsibility for the use of this material by any person or organization not associated with Muskoka Algonquin Healthcare. No part of this document may be reproduced in any form for publication without permission of Muskoka Algonquin Healthcare.

Last Reviewed Date: 03/11/2022 00:00:00	Signing Authority: Board of Directors
Next Review Date: 03/11/2025 00:00:00	Version: 5.0
Disclaimer Message: A printed copy of this document may not reflect the current, electronic version in the MAHC Document Management System (DMS). Any copies of this document appearing in paper form should always be checked against electronic version prior to use.	
Date/Time Generated: Mar 31, 2022 09:30	Generated By: gbin\tammy.tkachuk