

Early Learning Board  
Chair, Vice-chair duties and selection process  
Approved 7/11/24

**Duties**

- **Chairperson:** The Board Chairperson shall call meetings of the Board and shall preside at all meetings of the full Board. The Board Chairperson shall delegate assignments and duties to other Board members, manage all matters of the Board, and perform such other duties as are incident to the office or are required by the Board or by law. The chair is selected by a majority of its voting members every three years or the term of the selected board member if less than three years.
  
- **Vice Chairperson.** In the absence or unavailability of the Chairperson, the Vice Chairperson shall perform all of the duties of the Chairperson, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice Chairperson shall assist the Chairperson as the Chairperson deems necessary and shall have such powers and perform such other duties as from time to time may be prescribed by the Chairperson or the Board. The vice chair is selected by a majority of its voting members every three years or the term of the selected board member if less than three years, except for the 1st vice chairperson in which the term will expire in two years.

**Selection process**

**Chairperson Selection Process:**

- The Chair/Convenor of the Governance Subcommittee will manage the selection process.
  - Announces upcoming chair selection and defines a timeframe for nominations;
  - Collects nominations and determines interest of each nominee in serving as chair;
  - Submits names of those who accept the nomination to the Board Chair; and,
  - Following the election process, tabulates the votes and announces the results.
- The Board Chair plans the election as an agenda item and prepares written ballots for members to complete.
- The formal election is held at a Board meeting via written ballot and results are announced by the Governance Subcommittee Chair/Convenor.
- Should there be a tie, a run-off of the top two nominees will be conducted at the next Board meeting.

**Who Is Eligible:**

- Voting members of the Board

**Vice Chairperson Selection Process:**

- The Chair/Convenor of the Governance Subcommittee will manage the vice chairperson selection process.
  - Announces upcoming vice chair selection process and defines a timeframe for nominations;
  - Collects nominations and determines interest of each nominee in serving as vice chair;
  - Submits names of those who accept the nomination to the Board Chair; and,
  - Following the election process, tabulates the votes and announces the results.
- The Board Chair plans the election as an agenda item and prepares written ballots for members to complete.
- The formal election is held at a Board meeting via written ballot and results are announced by the Governance Subcommittee Chair/Convenor.
- Should there be a tie, a run-off of the top two nominees will be conducted at the next Board meeting.

**Who Is Eligible:**

- Voting members of the Board