

**Board Statement on the Process for Officer Elections  
Board of Trustees of Southern Oregon University**

**1.0 Appointment of an Officer Election Work Group**

1.1 By January 30 in even-numbered years, or as soon thereafter as is practicable, the Board Chair shall appoint an Officer Election Work Group for the purpose of receiving and presenting the names of candidates for election to two-year terms to begin July 1.

1.2 The Board Chair shall select one member to serve as Chair of the Officer Election Work Group.

**2.0 Composition of the Work Group**

2.1 The Officer Election Work Group shall be comprised of a diverse group of three-to-five trustees. At least one past Chair or Vice-Chair should be selected for the committee, if feasible. If necessary, a former trustee who served as an officer of the Board may serve in this role. At least one of the Board's current, "on-campus" trustees (i.e., student, faculty, or non-faculty staff trustees) should be selected for the committee, if feasible. The Board Secretary will serve as a non-voting, ex officio member of the Officer Election Work Group.

2.2 No member of the Officer Election Work Group will be permitted to recommend themselves during the process or otherwise accept a recommendation for Chair or Vice-Chair positions without immediately recusing themselves from further service in the group. Members of the group should have these considerations in mind before accepting membership in the workgroup.

**3.0 Responsibilities of the Work Group**

3.1 The Chair of the Officer Election Work Group will invite all trustees to submit suggestions for Chair and Vice-Chair to the Board Secretary.

3.2 The Officer Election Work Group will review all suggestions and contact each nominee to discuss their willingness to serve in either role. Trustees willing to serve will be asked to submit a brief statement of interest, explaining why they wish to serve as an officer, discussing relevant experience, specifying goals for their service as a Board officer, and any other additional information they would like the board to consider with respect to their nomination. Trustees may request consideration for only the Chair position, only Vice-Chair position, or for both.

3.3 The Officer Election Work Group will review the statements of interest, consider the past and current engagement of each trustee, and may request additional information from the candidates, if necessary. If review of the recommended trustee's information presents any issues or concerns important to the

trustee's potential candidacy, the Chair of the Officer Election Work Group will discuss those matters with the candidate and, at their discretion, other members of the work group.

A designated member of the Officer Election Work Group will seek the input of the President.

3.4 Thereafter, the Officer Election Work Group will finalize the list of trustees for presentation at a meeting of the Board of Trustees. All candidates who completed the work group's process will be included for discussion at the meeting unless they withdraw from consideration. Members of the Officer Election Work Group will present a summary of each candidate's experience, a summary of their statement of interest, and a member will nominate each trustee for consideration as Chair.

#### **4.0 Board Election of Officers**

4.1 Once all candidates have been presented for consideration and nominated, the Board will elect a Chair with the votes of a majority of the trustees present required to complete the selection. If no nominee receives the majority of votes, then the two initial nominees receiving the most votes will be subject to a second vote by the Board of Trustees with the Chair selected by majority vote.

4.1.1 All candidates who wish to be considered for Vice-Chair, will be nominated for the position using the aforementioned nomination and voting procedure described in sections 3.4 to 4.1.

4.1.2 Trustees may opt out from consideration for either position at any point during this process.

4.1.3 No officer will be eligible to serve more than two (2) consecutive, full, two-year terms in the same office.

4.1.4 Board officer elections may take place at any meeting of the Board.

#### **5.0 Officer Vacancies**

5.1 A vacancy in the position of Chair for reasons other than a term expiration shall be filled by the Vice Chair, consistent with Article III, Section 5.a. of the Bylaws of Southern Oregon University, unless the position of Vice Chair is vacant in which case the Board shall elect the Chair.

5.2 A vacancy in the position of Vice Chair for reasons other than term expiration shall be filled by an election of the board, consistent with this policy.

5.3 An officer vacancy shall be filled for the remainder of the unexpired term as soon as reasonably practicable.

This policy shall be reviewed by the Board in odd-numbered calendar years.

Approved on June 16, 2023.



Sabrina Prud'homme  
University Board Secretary



Daniel P. Santos  
Chair, Board of Trustees

<b>Revision</b>	<b>Change</b>	<b>Date</b>
	Initial Version	April 21, 2020
1	Diversity of the work group, elections in the case of officer vacancy, formatting	January 21, 2022
2	Basic edits for clarity, formatting	June 16, 2023