

Procedure for Electing the UPEI Chancellor

- Position: Chancellor
- Term: 4 years, renewable, commencing on July 1 ending on June 30th of the 4th year.
- The Electoral Board Shall be composed of:
- UPEI President
 - 12 members from the Board of Directors.
 - 12 members from the Senate
- Mandate: Review the nominations and select the candidate that best reflects the spirit and views of the UPEI Community
- Timeline: In September of the year preceding the end of the Chancellor's term (9 months before the end of the term) the Board of Governors and Senate shall name the 12 members from each of their respective bodies who will comprise the Electoral Board for the following year.
- On a year when a new chancellor is required:**
- In December preceding the end of the Chancellor's term the election procedure shall be reviewed to determine if amendments are required.
- Any recommended changes to the Chancellor search procedure will be forwarded for approval to the Board of Governors and Senate at their January and February meetings.
- Following the January Board and Senate meetings, the Electoral Board shall be convened to an initial meeting to review the election process.
- Call for Nominations: A call for nominations shall be issued in early March through the Integrated Communications department, using the UPEI website, the internet, email, on campus publications, etc. to the:
- Board of Governors
 - Faculty
 - President of the Alumni Association.
 - Senate
 - Staff
 - Students
- Position criteria: The ideal candidate will be a distinguished person with an expressed interest and commitment to UPEI. He/she will have demonstrated excellence in his/her chosen field and in overall service to the community, as well as a strong public presence and profile, and well-developed relationship-building skills.
- To nominate: The nominator should ensure the nominee is willing to stand for election.

Written nominations, containing the following information, must be sent, in confidence, to the Board of Governors office no later than a date to be set by the Electoral Board:

- Name
- City-Province of Residence
- Profession
- Connection to UPEI
- Connections to PEI and the island wide community
- Connections to the private and/or public sector that would benefit UPEI
- Biographical information that would assist the Electoral Board in their deliberations

Deliberations:

The Electoral Board should strive for unanimity and consensus. In the event that unanimity is not possible, a minimum of 2/3 support of the electoral members present would be the required support to elect the Chancellor.

Following discussion on the merits of the candidates, the committee chair shall call for motion to nominate a candidate for the position of Chancellor. In the event of multiple strong candidates for the position, nominations will be moved and seconded for each candidate. The committee chair shall then call for a vote by ballot.

Electoral Board members participating in the meeting via teleconference will be required to email their ballots to the recording secretary during the meeting.

On a year in which the incumbent Chancellor could possibly serve a second term

Re-election:

The Chancellor is eligible for re-election.

If the current Chancellor is eligible (is approaching the end of his/her first term) the President should approach the chancellor and enquire if he/she is agreeable to re-election. The Electoral Board will then meet to consider if s/he should be reappointed. If the recommendation is for reappointment, the Chancellor will be invited to stand for a second term and a member of the Electoral Board will nominate him or her for re-election. In the event of a negative recommendation, the Chancellor would be informed and a selection process commenced.