



**Subject/Title:** Foundation Board Election Process for Elected Directors

**Policy Number:** 1.05

**Date First Adopted:** March 20, 2015

**Date Revised:** October 2, 2020

**A. PURPOSE:**

This policy applies to the Board of and details the Board nomination and election process referenced in the Foundation bylaws.

**B. POLICY STATEMENT:**

According to Article 4, Section 3 of the Foundation Bylaws, “candidates for Elected Directors will be reviewed by the Nominations Committee, elected by the Board, and confirmed by the Board of Trustees”.

**C. PROCEDURES**

1. Review *Characteristics of an Effective Board* document annually.
2. Directors may propose names of individuals for consideration as future elected directors at any time by submitting the “Candidate for Consideration by Foundation Board Nominations Committee” form regarding the nominee(s). The form must be submitted to the CEO.
3. The Nominations Committee will review the nominations and determine which of the nominees qualify as candidates for the Board and, if elected, would strategically round out the board. If the nominees qualify, those individuals are advanced as nominees (“advanced nominees”).
4. Each advanced nominee will be contacted by a Nominations Committee member and will be invited to visit the University campus to meet with the Nominations Committee Chair and the CEO and to learn more about the organization (history, programs, future, finance, board expectations, etc.). University Advancement staff may participate in the visit as well.
5. Periodically the Nominations Committee will meet for final discussion regarding each advanced nominee’s visit and interest in serving on the Board.

6. If the advanced nominee is interested, the advanced nominee's name will be presented to the Nominations Committee as a candidate for the Board. The Nominations Committee will then approve the proposed Board member(s) to be presented to the full Board for approval and the BOT for confirmation.
7. Newly elected Directors will be notified of their confirmation and given an orientation soon after they are confirmed. The CEO, the Vice President of Advancement (if not the CEO), and the Chair of the Nominations Committee.
8. The newly elected Director will attend the next board meeting after the confirmation.
9. When reelecting Directors who are being reelected and have been serving uninterrupted, Step 4 may be omitted, and no orientation is required.

POLICY APPROVAL

Policy: 1.05 – Foundation Board Election Process for Elected Directors

Approval Date: October 2, 2020

  
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Policy & Governance Committee Chair

10/22/2020  
Date

  
\_\_\_\_\_  
Foundation Board Chair

11/28/2020  
Date