

Florida Polytechnic University Foundation Policy

Subject/Title: Foundation Board Election Process for Elected Directors
Policy Number: 1.05
Date First Adopted: March 20, 2015
Date Revised:
Responsible Division/Department: Advancement/Foundation Office

A. PURPOSE:

This policy details the Foundation Board nomination and election process which is briefly outlined in the Foundation By-Laws.

B. APPLICABILITY/ACCOUNTABILITY:

This policy applies to the Foundation Board of Directors.

C. POLICY STATEMENT:

According to Article 4, Section 3 of the Foundation By-Laws, "candidates for Elected Directors shall be reviewed by a Nominating Committee appointed by the Chair, subject to confirmation by the University President, and election by the Foundation Board."

D. PROCEDURES:

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

6. If the advanced nominee is interested, his/her name will be presented to the Nominating Committee as a candidate for the Foundation Board. The Nominating Committee will then approve a slate of proposed Board member(s) to be presented to the full Board for approval and the University President for confirmation.
7. Newly elected directors will be notified of their confirmation and given an orientation soon after they are confirmed. The Vice President of Advancement and Nominating Committee members, and, if desired, the board member who initially nominated the newly elected director, will participate in the orientation.
8. The newly elected director will attend the next board meeting after the confirmation.

POLICY APPROVAL

Policy No.: 1.05

Approved by the Foundation Board during the March 20, 2015 board meeting.



Governance Committee Chair

3.2.2017

Date



Approved by the Foundation Board

3.20.2015

Date