**Sub and ad-hoc Committee Chairperson   
Election Process***in effect as of 2020*

**1. Term of Office**

a. Terms of office shall be two years, with the exception of the first year of this policy when one co-chair will hold a one-year term in order to establish stagger: April 1st to March 31st.

b. In the event a chairperson is unable to complete a term of office, a new chair shall be elected to serve for the remainder of the unexpired term. In such a case, the timelines below will be adjusted accordingly.

**2. Eligibility and Declaration of Candidacy**

a. All committee members in good standing are eligible to run for chair of the committee.

b. Committee shall announce election of co-chairs at least one meeting prior to election.

c. Interested member/s shall declare their candidacy via email to the Collaborative Applicant who will share with the Committee.

**3. Voting**

a. Elections shall be conducted during the first quarter each year for chairs to assume office by April 1st.

b. All election/voting dates shall be shared with Membership in advance via emails to the Collaborative Applicant.

c. Only committee members in good standing are eligible to vote.

d. There are no proxy votes for co-chair elections.

e. The Collaborative Applicant shall assist the CoC in conducting the election.

**4. Selection**

a. If no committee member submits written intent to run for committee chair, nominations may come from the floor at the committee voting meeting.

b. If no one chooses to run for committee chair, the CoC Governance Committee (in consultation with current committee co-chairs) shall recruit a committee member to serve.

c. Results of the election shall be reported to the Board and full Membership at the next scheduled meetings.

**5. Election Disputes**

Any disputes regarding the election process shall be forwarded to the Governance Committee to be addressed at the next scheduled meeting.

**6. Committee Chair Removal**

In the event a Committee chairperson misses two (2) consecutive meetings (without proper notification), is not fulfilling their duties as co-chair (per the CoC Co-Chair Position Description) or resigns, the Committee must notify the Governance Committee in writing. Governance will determine a plan of action, which may include directing the committee to hold an election to fill the vacated position.