

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
B.514	President		
Policy Name			
Acting President			
Approved by	Replaces	Category	Next Review
Board		HR	May 2025
Date Issued	Date Revised	Related Policies	
Nov 28 2023	Feb 27, 2024		

1. PURPOSE

- 1.1 In accordance with provisions of the *University Act*, R.S.B.C. 1996, c.468 (the “Act”), there must be a President of the University. Pursuant to Section 27(2)(h) of the Act, the Board of Governors (the “Board”) is empowered “if the president is absent or unable to act, or if there is a vacancy in that office, to appoint an acting president”.
- 1.2 The purpose of this policy is to designate the member of the University executive who will assume the responsibilities of the President if the President is absent or unable to act, or if there is a vacancy in that office so that normal operations may proceed.

2. DEFINITIONS

“**Acting President**” means an individual temporarily fulfilling the role of President where the permanent role is vacant

“**Interim President**” means an individual temporarily fulfilling the role of President in the absence of the incumbent for a temporary period.

3. SCOPE

This policy applies to the replacement strategies to be used by the Board when the President is absent from the University.

4. POLICY STATEMENT

- 4.1 An Acting or Interim President will consult with the President or Board Chair as applicable for any direction on carrying out their duties during the appointment.

4.2 Interim President

When the President is temporarily absent, the President will assign an Interim President, normally from the existing Executives, and shall advise the Board Chair. An Interim President assigned in this manner will have signing authority on behalf of the President however will not be considered towards quorum for voting purposes in place of the President. They will retain voting rights within the scope of their permanent role.

4.3 Acting President

a) Appointment of Fewer than Four Months

In cases where the President role is vacant or where the Board requires a replacement to fulfil the full scope of the role, and the appointment is expected to last for fewer than four months, a Search Committee will be established, as follows (as per Article 11.2.2.1 of the CFA Collective Agreement and Article 6.02 of the MoveUP Collective Agreement):

- i) a non-voting Chair of the Committee, appointed by the Board;
- ii) one member of the Board or an administrator, appointed by the Board;
- iii) the President of the CFA Union or their delegate;
- iv) one MoveUP member, named by MoveUP; and
- v) one student, named by the Capilano Students Union

b) Appointment of Greater than Four Months

In cases where the President role is vacant, or where the Board requires a replacement to fulfil the full scope of the role for a temporary period of time, and the appointment is expected to last for more than four months, a Search Committee will be established, as outlined under the President and Vice-chancellor Appointment Process, "Committee Membership".

5. DESIGNATED OFFICER

The President is responsible for the administration of this policy.

6. REFERENCES

University Act R.S.B.C. 1996, c.468