



UCF Board of Trustees

Chair and Vice Nomination Process

Prepared by the Board Office: April 2025

Per the bylaws of the University of Central Florida's Board of Trustees, the Board shall elect its chair and vice chair from the appointed members and upon recommendation of the Governance Committee, at its last regular meeting of the fiscal year ending June 30.

Eligibility Requirements for Nomination

- Must be an appointee of the Board of Governors or Governor of Florida.
- The chair and vice chair shall serve for two years beginning July 1 and may be reelected for one additional consecutive two-year term. Upon completion of two consecutive two-year terms, additional two-year terms may be approved by a two-thirds vote of the Board of Trustees. (UCF BOT Bylaws, Article 4.2)
- If term limitations will likely prevent a chair nominee from fulfilling a full two-year term as chair, that information will be provided to the Governance Committee and Board.

Nomination Process and Timeline

Trustees may be nominated by a fellow Trustee or may choose to self-nominate. The timeline for nominations and the process for submitting a nomination are as follows.

Process

Trustees may submit chair and vice chair nominations via email to the Board Office at boardoffice@ucf.edu. Nominations must be received by 11:59 p.m. ET. The due date for nominations will be noticed to the Trustees by the Board Office in writing. A nomination does not constitute a vote, but rather a recommendation for consideration.

Timeline

- **May 26, 2025:** Nomination portal opens, and submission link sent to Trustees.
- **June 6, 2025:** Nomination portal closes.
- **June 9, 2025:** Board Office reaches out to nominated Trustees to confirm nomination acceptance.
- **June 10, 2025:** List of confirmed nominees sent to Trustees.
- **June 11, 2025:** Eligible nominees considered by the Governance Committee. The Governance Committee will recommend an action to the Board of Trustees.
- **June 12, 2025:** The Board of Trustees will consider the recommended candidate(s) and vote to elect a Chair and Vice Chair.

Questions regarding the nomination process can be sent to the Board Office via email at BoardOffice@ucf.edu or directed to Carmen Jarquin by phone at 407.823.1823.