
2.12 Emergency Succession Planning

EFFECTIVE DATE AND REVISION DATES:

This Sponsor Board rule applies to the LAPP Sponsor Board (**Board**).

2.12.1 PURPOSE

The Board recognizes that this is a plan for contingencies due to the disability, death or departure of the Chair of the Board. If the organization is faced with a vacancy, the Board has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

2.12.2 SUCCESSION PLAN IN EVENT OF A TEMPORARY, UNPLANNED ABSENCE

2.12.2.1 Short Term

A temporary absence is one of less than three months in which it is expected that the Board Chair will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The Board authorizes LAPP Corporation to implement the terms of this emergency plan in the event of the unplanned absence of the Board Chair.

In the event of an unplanned absence of the Board Chair, LAPP Corporation is to immediately inform the Board of the absence. As soon as it is feasible, the Vice Chair should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications, as the Board deems appropriate.

At the time this plan was approved, the position of Acting Chair would automatically be held by the Vice Chair.

Should the standing appointee to the position of Acting Board Chair be unable to serve, or if the standing appointee is new to his/her position (less than one year), the Board may decide to appoint another Board member to the acting position.

Due to the short-term nature of the appointment of the Acting Board Chair under this section 2.12.2.1, such appointment will be effective, notwithstanding the provisions of the Board's rule governing the alternating of appointments of Chair and Vice-Chair between members appointed by employee sponsor organizations and employer sponsor organizations.

2.12.2.2 Authority of the Acting Board Chair

The person appointed as Acting Board Chair shall have the same authority for decision-making and independent action as the regular Board Chair.

2.12.2.3 Communications Plan

Immediately upon transferring the responsibilities to the Acting Board Chair, LAPP Corporation will notify members of the Board of the delegation of authority.

As soon as possible after the Acting Board Chair has begun covering the unplanned absence, LAPP Corporation shall communicate the temporary leadership structure to the LAPP Corporation Board of Directors, any key external service providers to the Board and other stakeholders of LAPP, as necessary.

2.12.2.4 Completion of Short-Term Emergency Succession Period

The decision about when the absent Board Chair returns to lead LAPP Sponsor Board should be determined by the Board, with guidance from the Acting Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time may be allowed, by approval of the Acting Board Chair.

2.12.2.5 Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Board will give immediate consideration, in consultation with the Acting Chair, to temporarily filling the position left vacant by the Acting Chair. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Chair to carry the duties of both positions. In such circumstances, the Board member selected to temporarily fill the position of Chair must be designated by the Board members appointed by employee sponsor organizations or the Board members appointed by employer sponsor organizations, whichever group designated the absent Board Chair in accordance with the Board's rules and subject to the remaining period in the Chair's term.

2.12.2.6 Completion of Long-Term Emergency Succession Period

The decision about when the Board Chair returns to lead the LAPP Sponsor Board should be determined by the Board, with guidance from the Acting Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time may be allowed, by approval of the Acting Board Chair.

2.12.3 SUCCESSION PLAN IN EVENT OF A PERMANENT CHANGE IN BOARD CHAIR

A permanent change is one in which it is firmly determined that the Board Chair will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will select a new permanent Board Chair to carry out the Board Chair's duties for the remainder of the Board Chair's term (no more than three years). The Vice Chair will remain the interim Board Chair during the time of the selection of the new Board Chair. The selection of a new permanent Board Chair shall be dictated by the terms of the Board's rules for the designation of Chair.

The Emergency Succession Plan should be reviewed and updated at least every three years.