

Procedures for the Election of an Active, Non-Academic, Non-Unionized Plan Member to the Pension Committee

1. Nominations to be solicited by the Chair from all members of the non-academic, non-unionized staff not including Professional Librarians.
2. Nominations must be signed by a minimum of three persons plus the candidate to indicate their willingness to stand for the position.
3. All nominees will be listed on a ballot alphabetically. The ballots will be sent via email to all eligible voters.
4. The Office of Institutional Research and Planning (OIRP) will be responsible for conducting the online vote, tabulating the results and advising the Chair of the results.
5. All nominees will be advised directly of the results **May 27, 2024** and the results of the election will be announced via Carleton's Intranet (i.carleton.ca). The newly elected member will attend the next meeting of the Committee.
6. Nomination Application: **May 1 to May 10, 2024.**
Campaigning: **May 13 to May 22, 2024.**
Voting: **May 23 and 24, 2024.**
The specific dates will be indicated on the nomination letters and ballots.
7. Any nomination or ballot received not in accordance with the above will be disallowed.