

Procedures for the Election of a Non-Unionized, Active Retirement Plan Member to the Pension Committee

1. Nominations to be solicited by the Chair from all members of the non-unionized, active retirement plan members, not including Professional Librarians. All Expressions of Interest will be reviewed by the Chair to ensure that candidates meet the eligibility criteria.
2. When you submit your *Expression of Interest* application, you are required to include with it a brief statement that outlines why you feel you would be an excellent candidate and what skills and experiences you will bring to the Pension Committee, as well as anything else that will demonstrate your suitability as a strong candidate. The statement is broken down into three questions and should be no more than 500 words in length. In addition, you will need to provide an appropriate photo of yourself, preferably a head shot, which will be posted on the Pension Fund Management website during the campaign and voting period.
3. All nominees will be listed on a ballot alphabetically. The ballots will be sent via email to all eligible voters.
4. 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 **June 22**, and the results of the election will be announced via Carleton Top 5. The newly elected member will attend the next meeting of the Committee.
6. Two weeks will be allowed from the date of issuance of the Expression of Interest application to the date of their return (Date of Issue: **May 15**; Date of Return: **May 29**). One week will be allowed for the review of the nominations and the e-mailing out of the ballots (**June 5**), two weeks will be allowed for the return of the ballots (**June 19**). 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.