

Student Candidate Handbook

2024

Office of the Board of Governors
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www.carleton.ca/boardofgovernors

Call for Expressions of Interest

The Carleton University Board of Governors is seeking Expressions of Interest from students to be a candidate to fill four vacant positions as a Student Governor for the 2024/2025 Board Year.

The following positions are vacant:

- Two undergraduate students
- Two graduate students

The students selected by their respective student bodies to be considered for nomination to the Board, and once confirmed will serve a one-year term for the period of July 1, 2024 to June 30, 2025.

Interested in Becoming a Student Governor?

All interested candidates must do the following in order to fulfill the requirements for an Expression of Interest:

1. Meet Eligibility Requirements to be a Student Governor;
2. Attend one of two **Board 101** sessions hosted by the University Secretary.
3. Complete the online **Expression of Interest** form no later than 4 pm (EST) on **Friday, January 26, 2024**.

Following this process, the names of eligible candidates will be presented for a vote by the respective student body (undergraduate and graduate) on February 5 and 6, to determine which undergraduate and graduate students will be presented for nomination to the Board. The election of the successful Student Governor candidates will take place at the June 6, 2024 meeting of the Board of Governors.

Please take some time to review this document in its entirety to become familiar with the Candidate Selection Process and to determine your eligibility.

Important Dates and Deadlines

There are a number of important dates and deadlines that you should be aware of if you are planning to submit an Expression of Interest. Please review them carefully to ensure that you can fulfill the commitment as exceptions to these dates and deadlines will not be made.

January 9	Call for Expressions of Interest begins
January 16	Board 101 Mandatory Information Session from 12 pm to 1 pm EST (note only have to attend one of these sessions- either Jan. 16 or 17)
January 17	Board 101 Mandatory Information Session from 12 pm to 1 pm EST (note only have to attend one of these sessions- either Jan. 16 or 17)
January 26	Deadline for Submission of Expressions of Interest (4pm EST)
January 29	Validation of Student Expressions of Interest and Confirmation to Students Regarding Eligibility to Proceed
January 29	Candidates will be notified if they are eligible to continue in the Candidate Selection Process
Jan. 29 – Feb. 2	Campaigning Period
February 5	Online Voting Begins (link is activated at 10 am EST)
February 6	Online Voting Ends (link is deactivated at 10 pm EST)
February 7	Tabulation of results of Candidate Selection Process and Announcement of Successful nominees
June 6	Election for Student Governors at meeting of the Board of Governors

If you are successfully elected by the Board to become a Student Governor, you will be required to attend all full meetings of the Board of Governors as well as any committee meetings that you may be assigned to, during the 2024/25 Board year. To see an example of what the meeting schedule is like, please visit: <https://carleton.ca/secretariat/boardofgovernors/schedule/>

Eligibility Criteria

In order to be eligible to stand as a candidate for election to the Board, an undergraduate student must:

- Be at least eighteen (18) years of age;
- have completed at least 4.0 credits successfully prior to service;
- be currently registered as a full or part-time undergraduate student in the semester in which the vote to become an eligible candidate is held (i.e. Winter 2024);
- continue to be registered as a full or part-time undergraduate student in both the fall and winter semesters of their term on the Board (i.e. Fall 2024 and Winter 2025); and
- maintain the academic status of Eligible to continue and maintain good non-academic conduct standing (the definition of academic continuation evaluation can be found at <https://carleton.ca/academicadvising/academic-standing/>, the definition of misconduct can be found at <https://carleton.ca/secretariat/wp-content/uploads/Students-Rights-and-Responsibilities-Policy.pdf>).

In order to be eligible to stand as a candidate for election to the Board, a graduate student must:

- Be at least eighteen (18) years of age;
- be currently registered as a full or part-time graduate student in the semester in which the vote to become an eligible candidate is held (i.e. Winter 2023);
- continue to be registered as a full or part-time undergraduate student in both the fall and winter semesters of their term on the Board (i.e. Fall 2024 and Winter 2025);
- maintain good non-academic standing

In addition to the above requirements of the [Bylaws](#), students are also required to do the following:

1. Attend one of two **Board 101** information sessions hosted by the University Secretary (see page 5 for more details).
2. Submit a completed **Expression of Interest** application (see page 4 for more details).

Role of a Student Governor

The role of a Governor is a fiduciary one. Governors are required to act honestly, in good faith, with reasonable care and due diligence. Governors are to ensure that decisions and actions being deliberated upon at the Board level are in the best interests of Carleton University as a whole.

The Board is an independent, corporate governing body of the university, having significant accountability, obligations, and duties. The Board's role is primarily related to the overall strategic and financial oversight of the university, removed from the day-to-day decision making of the university.

The University's administration presents information, seeks advice, and requests the approval of proposals by the Board of Governors. Board members are expected to scrutinize these proposals and challenge management's assumptions while acting in the best interests of the university as a whole. The Student Governor's perspective and experiences as a student are invaluable to these discussions and deliberations. To learn more please visit: <https://carleton.ca/secretariat/boardofgovernors/governance/>

Skills and Experience

Student Governors ought to have the following skills:

- Excellent verbal and/or written communication skills.
- Comfort in networking and engaging with other Board members, Senior Management of the University and other high-profile members of the Carleton and Ottawa communities.
- Familiarity with how to read, interpret and understand financial statements and other key reports pertaining to the operation of the University (although not required and training can be provided).
- Strong leadership, critical thinking and analytical skills.
- Ability to understand and comply with legal, ethical obligations and respect the confidentiality and privacy of information and deliberations, when warranted.

Validation of Eligibility

All Expressions of Interest will be reviewed by the University Secretary to ensure that candidates meet the eligibility criteria. All candidates will receive an email from the University Secretary to confirm whether or not they are eligible to proceed in the selection process, by the end of business on Monday, January 29, 2024.

A candidate may withdraw their Expression of Interest by submitting a signed statement to the University Secretary, at any time during the process.

Any incomplete Expressions of Interest or those submitted after the deadline will not be considered.

Should the number of Expressions of Interest be equal to or less than the number of seats available for a position, the candidate will be nominated to the Board. When the number of Expressions of Interest exceeds the numbers of seats available, an election will be held by the respective student body.

Expression of Interest - Personal Statement and Photo

When you submit your Expression of Interest, you are required to include a brief statement that outlines why you feel you would be an excellent candidate as a Student Governor and what skills and experiences you will bring to the Board, 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. The statement will be posted on the Board of Governors website.

In addition, you may provide an appropriate photo of yourself, preferably a head shot, which will be posted on the Board of Governors website during the campaign and voting period. The photo and personal statement must be included in the online form.

Campaigning

Candidates may not campaign until they have received an official notification from the University Secretary that their Expression of Interest application has been validated. The campaign period begins on Monday, January 29, 2023 and runs through to 11:59 pm EST on Friday, February 2, 2023.

Each candidate will be entitled to campaign and inform the student body of their interest to be considered for nomination to become a Student Governor. The Expression of Interest statement and your photo will also be posted on the Board of Governors website.

- Campaigning is not permitted throughout the voting period (Feb. 5 & 6).
- Campaign material must be submitted to the University Secretary for approval PRIOR TO BEING used. Campaign Material can be submitted at any time during the campaigning period. Submission can be done by email.
- The use of electronic media such as Facebook, Twitter and other social networks, personal emails and websites are permitted. Please note you can use hashtag **#BOGstudent24** and social media posts will be monitored.
- Stickers are not permitted.
- Campaigning on a slate is prohibited.
- Students are welcome to discuss their passions, personal beliefs and interests.
- In-class campaigning is allowed with the permission of the professor or instructor.
- Candidates are prohibited from soliciting or accepting donations towards their campaign.
- Volunteers helping candidates during campaigning must abide all election guidelines.
- Candidates are strongly encouraged to limit spending on campaign materials, collateral, advertising, etc. to a reasonable amount.

Group Advertising

Any advertising of candidates by an official Carleton University community organization, such as CUSA, RRRRA, CASG, etc. must include mention of all members of that candidate constituency. For example, CUSA may mention on its website the upcoming vote and all of the undergraduate candidates being considered, and likewise for GSA.

Board 101 Information Sessions

Students who intend to submit an Expression of Interest MUST attend one of the two virtual Board 101 information sessions:

- **Session #1** –Tuesday, January 16 from 12 pm to 1 pm EST (meeting details will be provided to interested students)
- **Session #2** – Wednesday, January 17 from 12 pm to 1 pm EST (meeting details will be provided to interested students)

You must RSVP to the University Secretary by email (amanda.goth@carleton.ca) the day before the session. If you miss these deadlines but still want to attend, please email the University Secretary as soon as possible.

It is critical that candidates who are considering running for this prestigious position fully understand their role and fiduciary responsibilities as a Student Governor. This session will cover topics such as:

- What is the Board of Governors, its mandate and responsibilities?
- What is the governance structure (bi-cameral) of the university and how does it work?
- What is the role of a Governor?
- What are some of the key governing documents and their purpose?
- What is governance and what is a fiduciary responsibility?
- What is the duty of care and obligations expected of a governor?
- What is the Expression of Interest and how to do I become a Student Governor on the Board?
- Brief question and answer period

Voting

The student bodies from both the undergraduate and graduate student community will be invited to vote from their Carleton Central account for all eligible candidates for consideration. Online voting will take place on:

- Monday, February 5 (link activated at 10 am EST)
- Tuesday, February 6 (link active until 10 pm EST)

TABULATION

Tabulation of ballots will take place on Wednesday, February 7. This process is overseen by the University Secretariat.

The results of the vote will be made available immediately following completion of the count however it is important to remember that the chosen candidates will NOT be presented to the Board for consideration as a Student Governor until the June meeting of the Board of Governors.

DISQUALIFICATIONS

All candidates must represent themselves accurately in any publicity about their accomplishments, positions or any other information intended to influence or provided to voters. Complaints must be reported in writing along with any relevant documentation to the University Secretary who will determine if disqualification is warranted. Anonymous complaints will not be considered.

A candidate may request in writing a review by the Governance Committee of any perceived irregularity in the election process affecting the candidate. The decision of the Governance Committee is final.

Campaign Guidelines

YOU MUST

- ✓ Represent yourself accurately in any publicity with information (e.g. accomplishments) intended to influence and/or be provided to voters.
- ✓ Act consistently under all applicable university policies (e.g. Students Rights and Responsibilities).
- ✓ Report by email any prohibited activity to the University Secretary.
- ✓ Always seek the advice of the University Secretary if you are unclear about what is permissible or your responsibilities.

YOU CAN

- ✓ Campaign between Monday, January 29 and Friday, February 2.
- ✓ Use electronic media such as Facebook, Twitter and other social networks, personal emails and websites. You can use the hashtag **#BOGstudent24**.

YOU CAN NOT

- ✗ Start campaigning until you have been notified that your nomination has been accepted.
- ✗ Post campaign material without getting it approved by the University Secretary.
- ✗ Block or encourage supporters to block any doors or stairways while campaigning.
- ✗ Campaign or solicit votes in computer labs.
- ✗ Campaign or solicit votes in Residences.
- ✗ Solicit funds or accept donations towards your campaign.