

# Administrative Staff Candidate Handbook

2024

**Office of the Board of Governors**

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[www.carleton.ca/boardofgovernors](http://www.carleton.ca/boardofgovernors)

# Call for Expressions of Interest

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

The following position are vacant:

- One Administrative Staff Member

The administrative staff selected by the administrative staff-at-large to be considered for nomination to the Board, and once confirmed will serve a three-year term for the period of July 1, 2024 to June 30, 2027.

## Interested in Becoming an Administrative Staff 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 an Administrative Staff 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, February 9, 2024**.

Following this process, the names of eligible candidates will be presented for a vote by the eligible administrative staff body on February 20 and 21, to determine which administrative staff member will be presented for nomination to the Board. The election of the successful Administrative Staff 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.

<b>February 1</b>	Call for Expressions of Interest begins
<b>February 6</b>	Board 101 Mandatory Information Session from 12 pm to 1 pm EST (note only have to attend one of these sessions- either Feb. 6 or 7)
<b>February 7</b>	Board 101 Mandatory Information Session from 12 pm to 1 pm EST (note only have to attend one of these sessions- either Feb. 6 or 7)
<b>February 9</b>	Deadline for Submission of Expressions of Interest (4 pm EST)
<b>February 12</b>	Validation of Expressions of Interest and Confirmation to Candidates Regarding Eligibility to Proceed
<b>February 12</b>	Candidates will be notified if they are eligible to continue in the Selection Process
<b>February 12 - 16</b>	Campaigning Period
<b>February 19</b>	Online Voting Begins (link is activated at 10 am EST)
<b>February 20</b>	Online Voting Ends (link is deactivated at 10 pm EST)
<b>February 21</b>	Tabulation of results of Candidate Selection Process and Announcement of Successful nominees
<b>June 6</b>	Election for Administrative Staff Governors at meeting of the Board of Governors

If you are successfully elected by the Board to become an Administrative Staff 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, for each of the three years of your term. 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, a candidate must:

- Be at least eighteen (18) years of age;
- Be currently employed as a continuing and/or permanent employee at the University, other than Academic Staff.

In addition to the above requirements of the [Bylaws](#), candidates 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 an Administrative Staff 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 Administrative Staff Governor's perspective and experiences are invaluable to these discussions and deliberations. To learn more please visit: <https://carleton.ca/secretariat/boardofgovernors/governance/>

## Skills and Experience

Administrative Staff 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, February 12, 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 administrative staff 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 Administrative Staff 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, February 12, 2024 and runs through to 11:59 pm EST on Friday, February 16, 2024.

Each candidate will be entitled to campaign and inform the administrative staff of their interest to be considered for nomination to become a 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. 19 & 20).
- 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 social media posts will be monitored.
- Stickers are not permitted.
- Campaigning on a slate is prohibited.
- Candidates are welcome to discuss their passions, personal beliefs and interests.
- 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 or union group such as CUASA, CUPE 2424, etc. must include mention of all members of that candidate constituency.

## Board 101 Information Sessions

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

- **Session #1** – Tuesday, February 6 from 12 pm to 1 pm EST (meeting details will be provided to those interested)
- **Session #2** – Wednesday, February 7 from 12 pm to 1 pm EST (meeting details will be provided to those interested)

You must RSVP to the University Secretary by email ([amanda.goth@carleton.ca](mailto: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 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 Governor on the Board?
- Brief question and answer period

## Voting

Eligible administrative staff will be invited to vote from their Carleton Central account for all eligible candidates for consideration. Online voting will take place on:

- Monday, February 19 (link activated at 10 am EST)
- Tuesday, February 20 (link active until 10 pm EST)

## TABULATION

Tabulation of ballots will take place on Wednesday, February 21. 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 an Administrative Staff 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.
- ✓ 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, February 12 and Friday, February 16.
- ✓ Use electronic media such as Facebook, Twitter and other social networks, personal emails and websites.

## 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 via interoffice mail, however, personal email is allowable.
- ✗ Solicit funds or accept donations towards your campaign.