

There are a number of important dates and deadlines that you should be aware of, and election procedures that you need to familiarize yourself with, before you can be nominated as a candidate.

Number of Board Seats Available

In the 2015 Staff Election, there are the following seats available:

- opening for one (1) position for a two-year (2) term with eligibility to renew for a following three-year (3) term (July 1, 2015 to June 30, 2017 with renewal for July 1, 2017 June 30, 2020).
- opening for one (1) position for a three-year (3) term (July 1, 2015 to June 30, 2018).

Important Dates:

Friday, July 10 th , 2015	Call for Nomination begins
Tuesday, July 21 st , 2015	Deadline for Nominations
By July 23 rd , 2015	Submission of brief biography and photo
Monday, July 27 th , 2015	Campaigning period begins
Monday, August 10 th , 2015	Campaigning Period Ends (11:59 pm)
August 11 th to 13 th , 2015	On-line voting
August 14 th , 2015	Successful nominee is declared

Eligibility to nominate and stand for election

In order to be eligible to stand as a candidate for election to the Board, nominees must be full-time continuing non-academic employees at Carleton University.

In order to be eligible to nominate, nominators must be full-time continuing non-academic employees at Carleton University.

Nominations

Completed nomination forms must be submitted to the University Secretary, 607 Robertson Hall, no later than 4:30pm on Tuesday, July 21st, 2015.

Nomination forms are available online at the Board of Governors website:

<http://carleton.ca/secretariat/boardofgovernors/electionsnominations/non-academic-staff-representatives/>

Nomination forms will not be accepted before July 10th, 2015. Incomplete nominations or those submitted after the deadline will not be accepted.

When the number of nominations is equal to or less than the number of seats available, the nominees will be acclaimed. When the number of nominations exceeds the numbers of seats available, an election will be held.

Validation of nominations

Validation of nominations will take place between Wednesday, July 22nd and Thursday, July 23rd, 2015. Candidates will be advised of the results as soon as practicable thereafter.

A candidate may withdraw their nomination by submitting a signed statement to the University Secretary.

Biography and Photo

A brief biography and photo will be posted on the Board election website. To ensure campaign coverage, send in your statement and photo between July 10th and 23rd, 2015 by email to: julie_caldwell@carleton.ca.

Campaigning

Candidates may start campaigning once their candidacy has been confirmed by the University Secretary. Each candidate shall enjoy the right to campaign and inform faculty of his/her candidacy. All candidates are given the opportunity to have their biography and photo posted on the Board of Governors website.

- Campaigning will begin on Monday, July 27th, 2015 and will end on Monday, August 10th, 2015.
- The use of print media such as posters and newspapers as well as electronic media such as Facebook, Twitter and other social networks, personal emails and websites are permitted.

Voting

Online voting will take place on August 11th, 12th and 13th, 2015. Eligible faculty members will receive an email with an individualized link to vote.

Tabulation

Tabulation of the on-line ballots will be conducted by the Office of Institutional Research and Planning (OIRP) and will be verified by the University Secretary. The results of the election will be made available to the candidates immediately following completion of the count.