



**Carleton University Board of Governors**

**CANDIDATE SELECTION PROCESS  
For Administrative Staff Governors on the Board**

**For the 2021/22 Board Year**

## 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 position as Administrative Staff Governor for the 2021/2022 Board Year.

The following position is vacant:

- ONE ADMINISTRATIVE STAFF MEMBER

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, 2021 to June 30, 2024.

## 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 as set out in the [Bylaws](#) (must be a full-time employee of the administrative staff at the University)
2. Attend one of two virtual Board 101 sessions hosted by the University Secretary; and
3. Complete the online **Expression of Interest** application form no later than 4 p.m. on **Monday, February 15, 2021.**

Following this process, the names of eligible candidates will be presented for a vote to the eligible administrative staff body on February 22 and February 23, to determine which administrative staff member will be presented for nomination to the Board. The election of the successful Administrative Staff Governor candidate will take place at the June 1, 2021 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.

### IMPORTANT DATES

<b>Monday, February 1</b>	Call for <i>Expressions of Interest</i> begins
<b>Tuesday, February 9</b>	<b>Board 101</b> Mandatory Information Session from 12pm to 1pm via MS TEAMS (note that you only have to attend one of these sessions – either February 9 or 11)
<b>Thursday, February 11</b>	<b>Board 101</b> Mandatory Information Session from 12pm to 1pm via MS TEAMS (note that you only have to attend one of these sessions – either February 9 or 11)
<b>Monday, February 15</b>	Deadline for Submission of <i>Expressions of Interest</i> (4pm)
<b>Monday, February 15</b>	Validation of <i>Expressions of Interest</i> and Confirmation to Administrative Staff Regarding Eligibility to Proceed
<b>February 15 to February 21</b>	Campaigning Period
<b>Monday, February 22</b>	Online Voting Begins (link is activated at 10 am)
<b>Tuesday, February 23</b>	Online Voting Ends (link is deactivated at 10 pm)
<b>Wednesday, February 24</b>	Tabulation of results of Candidate Selection Process and Announcement of Successful nominee
<b>Thursday, June 1</b>	Election for Administrative Staff Governor 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 TO BECOME AN ADMINISTRATIVE STAFF GOVERNOR**

Section IV, Article 4.03 of the [Carleton University General Operating By-Law No. 1](#) specifies that in order to be eligible to stand as a candidate for election to the Board a governor must:

- Be of 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, Administrative Staff are also required to do the following:

1. Attend ONE of two **Board 101** information sessions hosted by the University Secretary (see page 7 for more details).
2. Submit a completed **Expression of Interest** application (see page 5 for more details).

## **THE ROLE OF AN ADMINISTRATIVE STAFF GOVERNOR**

The role of a Governor is to act honestly, in good faith and 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 perspective and experience of an Administrative Staff Governor is invaluable to these discussions.

## **SKILLS AND EXPERIENCE TO BECOME A GOVERNOR**

Governors will ideally possess 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; and the
- 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. This activity will take place on Monday, February 15, 2021. All candidates will receive an email from the University Secretary to confirm whether or not they are eligible to proceed in the Selection Process.

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 administrative staff body.

## **EXPRESSION OF INTEREST - PERSONAL STATEMENT AND PHOTO**

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 as an 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 website.

In addition, you are encouraged to 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**

The election is to determine if you will be the candidate selected by the eligible administrative community for consideration to the Board. 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 February 15, 2021 and runs through to 11:59pm on February 21, 2021.

Each candidate will be entitled to campaign and inform the administrative body of their interest to be considered for nomination to become an Administrative Staff 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 (February 22 -23).
- Should you decide to use campaign material (i.e. social media, etc.) it 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.
- Posters are not permitted in the 2020/2021 campaign period due to pandemic restrictions.
- The use of electronic media such as Facebook, Twitter and other social networks, personal emails and websites are permitted. Please note that public social media and websites will be monitored.
- Stickers are not permitted.
- Campaigning on a slate is prohibited.
- Administrative Staff are welcome to discuss their passions, personal beliefs and interests.

## **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's constituency.

## **BOARD 101 INFORMATION SESSIONS**

Administrative Staff who intend to submit an Expression of Interest **MUST** attend **ONE** of the **TWO Board 101** information sessions that will be held.

- **Session #1** – Tuesday February 9, 2021 from 12pm to 1pm via MS TEAMS (session details will be provided in advance)
- **Session #2** – Thursday February 11, 2021 from 12pm to 1pm via MS TEAMS (session details will be provided in advance)

Please RSVP to the University Secretary by email ([amanda.goth@carleton.ca](mailto:amanda.goth@carleton.ca)). If you miss these sessions but still want to fulfill the requirement, 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 an Administrative Staff 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 receive a targeted email inviting them to vote from their Carleton Central account for all eligible candidates for consideration. Online voting will take place on:

- Monday February 22, 2021 (link activated at 8:00 am)
- Tuesday February 23, 2021 (link active until 10:00 pm)

## **TABULATION**

Tabulation of ballots will take place the morning of Wednesday February 24, 2021. This process is overseen by the University Secretariat's Office.

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 the Administrative Staff Governor until the evening of June 1 at the 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 Nominating Committee of any perceived irregularity in the election process affecting that candidate. The decision of the Nominating 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, in writing or 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**

- ✓ Campaigning between February 15 and 21, 2021.
- ✓ 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.
- ✗ Physically post posters on university property.
- ✗ Allow or encourage supporters to destroy, deface, move, cover or remove any form of publicity installed by other candidates or supporters.
- ✗ Block or encourage supporters to block any doors or stairways while campaigning.
- ✗ Campaign or solicit votes via interoffice mail, however, personal emails are allowable.