Carleton University Board of Governors

CANDIDATE SELECTION PROCESS
For Administrative Staff Governors on the Board

For the 2020/21 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 2020/2021 Board Year.

The following position is vacant:

Ο 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, 2020 to June 30, 2023.

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 virtual Board 101 session hosted by the University Secretary; and

3. Complete the online Expression of Interest application form no later than 4 p.m. on May 1, 2020.

Following this process, the names of eligible candidates will be presented for a vote to the eligible administrative staff body on May 13 and May 14, 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 2, 2020 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

April 20  Call for Expressions of Interest begins
April 27  Virtual meeting with the University Secretary to review Board 101 mandatory content
May 1  Deadline for Submission of Expressions of Interest (4pm)
May 4  Validation of Expressions of Interest and Confirmation to Administrative Staff Regarding Eligibility to Proceed
May 5 - 12  Campaigning Period
May 13  Online Voting Begins (link is activated at 10 am)
May 14  Online Voting Ends (link is deactivated at 10 pm)
May 18  Tabulation of results of Candidate Selection Process and Announcement of Successful nominees
June 2  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 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 submit a completed Expression of Interest application to the University Secretary (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 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; 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 April 24 and April 27. 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 April 27, 2020.

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 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 website.

In addition, you will need 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 May 5, 2020 and runs through to 11:59pm on May 12, 2020.

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 (May 13 -14).
- Should you decide to use campaign material (i.e. posters, 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 or in person.
- Posters are allowed and must be approved by the University Secretary prior to being put up. Candidates are responsible for the production of their posters and these can only be placed in designated areas on campus. More details will be provided.
- The use of electronic media such as Facebook, Twitter and other social networks, personal emails and websites are permitted. Please note that these 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 candidates constituency.
BOARD 101 INFORMATION SESSIONS

Administrative Staff who intend to submit an Expression of Interest MUST attend a virtual meeting with the University Secretary to go over Board 1-1 mandatory content on April 27, 2020. You MUST RSVP to the University Secretary by email (governors@carleton.ca).

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:

- May 13 (link activated at 8:00 am)
- May 14 (link active until 10:00 pm)

TABULATION

Tabulation of ballots will take place the morning of May 18, 2020. 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 2 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 May 5-12, 2020.

✓ Use print media such as posters as well as 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.

✗ 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.