Carleton University Board of Governors

CANDIDATE SELECTION PROCESS
For Student Governors on the Board

For the 2019/20 Board Year
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 2019/2020 Board Year.

The following positions are vacant:

- TWO UNDERGRADUATE STUDENTS
- TWO GRADUATE STUDENTS

Interested in becoming a Student Governor?

All interested candidates MUST do the following:

1. Meet eligibility requirements to be a Student Governor as set out in the bylaws;

2. Attend one of two 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 Friday, Feb. 15, 2019.

Following this process, the names of eligible candidates will be presented for a vote by the respective student body (undergraduate and graduate) from March 4 – 5, 2019, 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 27, 2019 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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Tuesday, February 1</td>
<td>Call for <em>Expressions of Interest</em> begins</td>
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<tr>
<td>Tuesday, February 5</td>
<td>Board 101 Mandatory Information Session from 12pm to 1pm (note only have to attend ONE of these sessions- either Feb. 5 or 13)</td>
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<tr>
<td>Wednesday, February 13</td>
<td>Board 101 Mandatory Information Session from 12pm to 1pm in Room 607 Robertson Hall* (note only have to attend ONE of these sessions- either Feb. 5 or 13)</td>
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<tr>
<td>Friday, February 15</td>
<td>Deadline for Submission of Expressions of Interest (4pm)</td>
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<tr>
<td>Monday, February 18</td>
<td>Validation of Student Expressions of Interest and Confirmation to Students Regarding Eligibility to Proceed</td>
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<tr>
<td>Tuesday, February 19</td>
<td>Candidates will be notified if they are eligible to continue in the Candidate Selection Process</td>
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<tr>
<td>Tuesday, February 19 to Sunday, March 3</td>
<td>Campaigning Period</td>
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<td>Monday, March 4</td>
<td>Online Voting Begins (link is activated at 8 a.m.)</td>
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<tr>
<td>Tuesday, March 5</td>
<td>Online Voting Ends (link is deactivated at 10:00 p.m.)</td>
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<tr>
<td>Wednesday, March 6</td>
<td>Tabulation of results of Candidate Selection Process and Announcement of Successful nominees</td>
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<tr>
<td>Thursday, June 27</td>
<td>Election for Student Governors at meeting of the Board of Governors</td>
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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 2019/20 Board Year. To see an example of what the meeting schedule is like, please visit [carleton.ca/secretariat(boardofgovernors)/schedule-of-meetings](http://carleton.ca/secretariat/boardofgovernors/schedule-of-meetings).
ELIGIBILITY CRITERIA TO BECOME A STUDENT 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 student must:

- be of eighteen (18) years of age
- be currently registered as a full or part-time undergraduate or graduate student in the semester in which the vote to become an eligible candidate is held (i.e. Winter 2018);
- 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 2019 and Winter 2020); and
- be in good academic standing (the definition of good academic standing can be found at https://carleton.ca/academicadvising/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 7 for more details).
2. Submit a completed Expression of Interest application (see page 5 for more details).

THE ROLE OF A STUDENT 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 Student Governor’s perspective and experiences as a student are invaluable to these discussions.

SKILLS AND EXPERIENCE TO BECOME A STUDENT GOVERNOR
Student Governors should 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 Interests will be reviewed by the University Secretary to ensure that candidates meet the eligibility criteria. This activity will take place on Feb. 15, 2019, and Feb. 18, 2019. 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 Tuesday, Feb. 19.

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 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 one of the candidates selected by the appropriate student body for consideration by 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 Tuesday, Feb. 19, 2019 and runs through to 11:59pm on Sunday, March 3, 2019.

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.

- Campaigning is not permitted throughout the voting period (March 4 & 5).
- 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 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 or with a platform 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.

GROUP ADVERTISING

Any advertising of candidates by an official Carleton University community organization, such as CUSA, RRRA, 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 Board 101 information sessions that will be held.

- **Session #1** – Tuesday, Feb. 5, 2019 from 12pm to 1pm (pizza lunch will be provided)
- **Session #2** – Wednesday, Feb. 13, 2019 from 12pm to 1pm (pizza lunch will be provided)

You MUST RSVP to the University Secretary by email (amanda.goth@carleton.ca) by midnight on Monday, Feb. 4, 2019, for session one and Tuesday, Feb. 12, 2019, for session two. If you miss these deadlines but still want to attend, please email the University Secretary.

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 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 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. Online voting will take place on:

- Monday, March 4, 2019 (link activated at 8 a.m.)
- Tuesday, March 5, 2019 (link active until 10:00 p.m.)
TABULATION

Tabulation of ballots will take place at 10 a.m. on Wednesday, March 6, 2019.

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 Nominating Committee of any perceived irregularity in the election process affecting the 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 (e.g. Students Rights and Responsibilities).

✓ 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

✓ Campaign from Tuesday, Feb. 19 to Sunday, March 3, 2019.

✓ 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 the approval of 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 any doors or stairways while campaigning.

✗ Campaign or solicit votes in computer labs.

✗ Campaign or solicit votes in residences.

✗ Campaign or solicit votes during the voting period (online or in-person)