Permanent Managers and Permanent Staff
2015 Board of Governors Elections

One vacancy in the Permanent Managers group to be filled for a two-year term (term based on eligibility)
One vacancy in the Permanent Staff group to be filled for a two-year term (term based on eligibility)

Nomination deadline is Friday, March 27, 2015 by 4:30 p.m.

For further information, please contact:

Carole Beaulieu , Associate Vice-President, University Relations and Secretary to the Board of Governors
3rd floor, 115 McCaul Street
cbeaulieu@ocadu.ca
416-977-6000 x 2466

or

Valerie De Souza, Manager, University Relations
vdesouza@ocadu.ca
416-977-6000 x 2853

1. Managers/Staff representation on the Board of Governors

Section 2.1 (f) of the OCAD University General By-Law No.1 (June 16, 2014) (“the By-Laws”) states the following with respect to the composition of the Board of Governors:

Two Internal members, one of whom is elected from and by the Permanent Managers, and the other of whom is elected from and by the Permanent Unionized Staff and Permanent Exempt Staff.

Please Note
1) The By-Laws state that Vice-Presidents and other Managers, Exempt [Confidential] Staff and Unionized Staff members who report directly to the President are not eligible for election to the Board but they shall be eligible to vote in such elections.

2) The Memorandum of Agreement between OCAD U and OCADFA define Deans, Assistant Deans and Associate Deans as Management and employees in these categories are eligible for nomination and to vote with the Management group rather than Faculty group.
Section 2.7 of the By-Laws states that a Permanent Manager/Staff who is elected as an Internal Governor is to be:

_Elected for a two-year term and, provided they continue to represent the constituency by which they were elected, are eligible for re-election for two additional terms of two-years._

_The term of office … commences on July 1st of the year elected._

Please note that there is currently **one upcoming vacancy** for a member to represent the Permanent Managers for a two-year term, and **one upcoming vacancy** for a member to represent the Permanent Unionized and Exempt [Confidential] Staff, on the OCAD University Board of Governors.

**2. Electronic Election**

An election to fill this position for the 2015-2016 and 2016-2017 sessions will be held:

_April 13-17, 2015_

**With those eligible to vote casting ballots electronically.**

_The procedure for casting your vote electronically will be sent to you in a subsequent e-mail message and at least 10 days in advance of the election._

Section 6.5 of the By-Laws states:

_There shall be no proxy voting, except for eligible Managers, Staff and Students participating in an OCAD University off-campus program (e.g. Florence) at the time of the election._

Eligible Managers and Staff participating in the program in Florence who wish to vote by proxy are asked to contact the Secretary to the Board of Governors by March 27, 2015 for instructions.

**3. Nomination and eligibility**

All permanent (not contract) members of the managerial, unionized or exempt [confidential] staff are eligible to be nominated for these positions, provided they meet the following eligibility requirements as set out in Section 2.5 of the By-Laws:

_No person is eligible to be … elected to be a Governor unless she or he is a Canadian citizen or a resident of Canada and meets the qualification requirements of directors under the Corporations Act (Ontario), as the same may be in force from time to time. Vice-Presidents and other Managers, Exempt Staff and Unionized Staff members who report directly to the President are not eligible for election to the Board but they shall be eligible to vote in such elections._

**4. Duties and responsibilities of the Board of Governors**

The Board of Governors meets five times a year (September/October, December, March, May and June) on a Monday of the month from 4:30 to 7:00 p.m. on the OCAD U campus. In addition, it holds a full-day annual general meeting and retreat on a Saturday in November.

Regular attendance is expected of members and Section 2.8 of the By-Laws provides for the Board to declare a position vacant for failure to attend a majority of meetings over any 12-month period.
Please consider carefully whether your schedule will permit you to attend meetings before accepting a nomination. The agenda and a package of supporting documents are distributed to members about a week in advance of meetings. Members are required to read this material, seek any additional information they require to clarify issues, and come to meetings prepared to engage in constructive discussion.

The duties and powers of the Board of Governors are set out in Section 2.10 of the By-Laws as follows:

Except for matters specifically assigned to the Senate in Section 7.6 of the Act [Ontario College of Art & Design University Act, 2002], the Board is responsible for governing and managing the affairs of the University and has the necessary powers to do so, including the power to,

(a) determine the mission, vision and values of the University in a manner that is consistent with the objects of the University set out in the Act;

(b) appoint and remove a Chancellor;

(c) appoint and remove the President;

(d) appoint, promote, suspend and remove members of the Teaching Faculty, Academic Staff and non-teaching employees of the University, subject to Section 2.11 [based on recommendation by the President];

(e) fix the number, duties, salaries and other benefits of the Teaching Faculty, Academic Staff and non-teaching employees of the University;

(f) approve the annual budget of the University and to monitor its implementation;

(g) appoint committees and assign or delegate to them such duties and responsibilities as may be provided in the by-laws of the University, including authorizing them to act on behalf of the Board in the matters specified by such by-laws;

(h) establish advisory bodies;

(i) establish administrative and operational policies and procedures, including organizational structures, staffing requirements, qualifications and duties of staff and conditions of employment;

(j) establish and collect fees and charges for tuition and other services that may be offered by the University or that may be approved by the Board on behalf of any organization or group of the University;

(k) regulate the conduct of Students, Staff and all persons who use the property of the University, including denying any person access to the property;

(l) define, for the purposes of this Act and the by-laws of the University, the following terms: student, staff, employee, manager, teaching faculty and academic staff;

(m) conclusively determine which body within the University has jurisdiction over any matter;

(n) consider, co-ordinate and implement long-range administrative and operational plans, including the physical development of the University;
(o) **determine the manner and procedure for electing members described in clause 5(1)(c) of the Act to the Board, including establishing constituencies and voting practices; and**

(p) **make by-laws, resolutions and rules for the conduct of its affairs.**

For a complete list of the duties and powers of the Board, please consult the OCAD University General By-Law No.1 and the *Ontario College of Art & Design University Act, 2002* on the [Board of Governors’ webpage on the OCAD U website](http://www.ocadu.ca) (See About>Governance>Board of Governors). For additional information please contact the Secretary to the Board of Governors, Carole Beaulieu as noted above.
Permanent Managers and Permanent Staff Nomination Form

2015 Board of Governors Elections

Nominations close at 4:30 p.m. on Friday, March 27, 2015. Please ensure that this form is submitted to Carole Beaulieu, Secretary to the Board of Governors by Canada Post, Campus Mail or in person by the closing time on the closing date.

The nomination form, along with a current resume and a 100 word summary profile statement are required to submit a candidacy.

Nominations will not be accepted after this deadline. Please note that because original signatures are required, it is not possible to submit the form electronically.

I (please print your name)________________________________________________________
do hereby agree to stand as a candidate for election to fill the Permanent Manager/Permanent Staff position on the Board of Governors and declare that I meet the eligibility requirements set out on page 2 of this form.

My telephone number is ________________and my e-mail address is___________________.

___________________________________________________________________________

(signature of candidate)

We, the undersigned three members of the Permanent Management/Permanent Staff, do hereby nominate:

___________________________________________________________________________

as a candidate for election to the OCAD University Board of Governors:

*Note: A nominator may not nominate more than one candidate in this election.*

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