

## **Permanent Staff 2026 Board of Governors By-Election**

**One position in the Permanent Staff group  
(term based on eligibility)**

**Nomination deadline is Friday, January 30, 2026 by 4:00 p.m.**

For further information, please contact:

**Dr. Khellon Roach, Manager, Board Governance**  
[khellonroach@ocadu.ca](mailto:khellonroach@ocadu.ca)

### **1. Managers/Staff representation on the Board of Governors**

Section 2.1(f) of the OCAD University General By-Law No.1 (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/Confidential 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 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, for a maximum of six consecutive years.*

*The term of office ... commences on July 1<sup>st</sup> of the year elected.*

Please note that there is currently **one position** for a member to represent the Permanent Unionized and Exempt/Confidential Staff, on the OCAD University Board of Governors.

## **2. Electronic Election**

A by-election to fill this position for the remaining 2025-2026 and 2026-2027 sessions will be held:

**February 9 - 11, 2026**

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

**The procedure for casting your vote electronically will be sent to you in an e-mail message and a link will be posted on the Board Elections webpage in advance of the election.**

## **3. Nomination and eligibility**

All permanent (not contract) 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:

*A special majority (two-thirds) of the members of the Board shall be Canadian citizens or permanent residents of Canada. No person is eligible to be...elected to be a Governor unless such person meets the qualification requirements of directors under the Not-for-Profit Corporations Act (Ontario), as the same may be in force from time to time. 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.*

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

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

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.

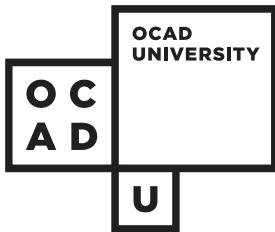
The duties and powers of the Board of Governors are set out in Section 2.10 of the By-Laws as follows:

*Subject to the jurisdictional and other requirements set out in the Act, the University is governed by a bicameral structure where the responsibility for academic matters is assigned to a senate and the responsibility for administrative and fiscal matters is assigned to a governing board. In accordance with Section 6(1) 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 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 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 at [www.ocadu.ca](http://www.ocadu.ca). For additional information please contact Dr. Khellon Roach, Manager, Board Governance, as noted above.



## Permanent Staff

### Nomination Form

#### 2026 Board of Governors By-Elections

**Nominations close at 4:00 p.m. on Friday, January 30, 2026. Please ensure that (i) this form, (ii) a current resume, (iii) a 100-word summary profile statement, including reason for running for the position, and (iv) three nominator forms, are submitted to Dr. Khellon Roach, Manager, Board Governance via email at [khellonroach@ocadu.ca](mailto:khellonroach@ocadu.ca) by the closing time on the closing date. (Please note that the 100-word summary profile of qualified candidates may be posted on the Board election webpage, subject to review by the Board Secretary.)**

**A complete application package requires all documentation for a candidacy to be submitted by the closing time on the closing date.**

**Nominations will not be accepted after this deadline.**

I (*please print your name*) \_\_\_\_\_

do hereby agree to stand as a candidate for election to fill the 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*)